

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services

SECTION: South-East London Regional Fostering Hub

GRADE: PO3

POST DESIGNATION (TITLE): Engagement and Co-Production Practitioner

Purpose of Job

To be responsible to the Hub Manager for:

- i) Leading participation, engagement and co-design activity across the South-East London Regional Fostering Hub
- ii) Ensuring that foster carers, prospective foster carers, children and young people with experience of fostering are meaningfully involved in shaping the design, delivery and continuous improvement of regional fostering services.
- iii) Developing and sustaining opportunities for participation that strengthen recruitment, assessment, training, support and retention arrangements across the South-East London partnership.

Manages up to 0 directly managed staff.

Manages up to 0 indirectly managed consultancy/contracting staff.

Main Duties

Strategic Leadership and Oversight

1. To lead the development and implementation of a participation and co-design strategy for the South-East London Regional Fostering Hub.
2. To establish and coordinate participation and co-design forums involving foster carers, prospective foster carers, children and young people and other stakeholders to support the development of regional fostering services.
3. To develop and maintain a programme of engagement activity that ensures the voices of service users influence strategic decision-making and service improvement.
4. To report on participation and engagement activity to governance boards, management teams and partnership groups.
5. To support engagement with elected members, senior leaders and strategic partners on matters relating to participation, lived experience and service development.

Evaluation, Impact and Insight

1. To lead the evaluation of participation and co-design activity, demonstrating impact and influence on policy, practice and service delivery.
2. To collate, analyse and present feedback, insight and learning from participation activity to support service improvement and decision-making.
3. To produce reports, briefing papers and presentations that evidence the impact of participation activities and identify opportunities for improvement.
4. To ensure participation outcomes are communicated effectively to stakeholders and participants.

Participation, Engagement and Co-Design

1. To develop and deliver inclusive engagement opportunities that enable foster carers, prospective foster carers, children and young people to contribute to the design and improvement of fostering services.
2. To ensure participation approaches are accessible, inclusive and reflective of the diverse communities across South-East London.
3. To develop targeted engagement approaches that encourage participation from underrepresented groups.
4. To facilitate workshops, focus groups, forums, surveys, consultation activities and events that support meaningful involvement in service design and improvement.
5. To support the recruitment, training and development of participants involved in co-design and engagement activities.
6. To ensure participation activity is delivered in accordance with safeguarding requirements and relevant legislation.

Partnerships and Collaboration

1. To build and maintain effective working relationships with partner local authorities, foster carers, children and young people, community organisations and relevant stakeholders.
2. To work closely with the Recruitment and Marketing Lead to support engagement in recruitment campaigns and foster carer attraction activities.
3. To work collaboratively with the Assessment Lead, Panel Lead and Training and Development Lead to ensure service-user feedback informs service delivery and development.
4. To identify opportunities for joint working across the partnership to strengthen participation and engagement activity.

Programme and Project Delivery

1. To lead and deliver regional participation projects, events, consultations and engagement activities.
2. To coordinate participation activities and ensure effective planning, delivery and evaluation.
3. To manage participation budgets and resources in accordance with Council policies and procedures.
4. To identify opportunities for external funding, partnership contributions and innovative approaches to participation and engagement.

Governance and Accountability

1. To ensure robust systems are in place for recording, monitoring and reporting participation activity and outcomes.
2. To ensure participation is embedded within governance arrangements, service planning and decision-making processes across the Regional Fostering Hub.

3. To contribute evidence and information required for inspections, audits, reviews and quality assurance activity.
4. To ensure compliance with relevant legislation, policy and guidance, including safeguarding, equality, diversity and data protection requirements.
5. To undertake any other work appropriate to the level and general nature of the post's duties.
6. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
7. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
8. To perform all duties in line with Council staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the Council.
9. To be responsible for providing mentoring opportunities to junior staff, apprentices and graduates where appropriate.
10. This post requires an Enhanced DBS and will be supported by Safer Recruitment tools.
11. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder Normally Reports

Programme Manager, South-East London Regional Fostering Hub

Person Specification

Job Title	Engagement and Co-Production Practitioner
Grade	PO3
Service/Section	South-East London Regional Fostering Hub
Directorate	Children's Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Ability to understand and communicate the needs and experiences of foster carers, prospective foster carers, children and young people to a range of stakeholders	E
Good understanding of approaches to participation, engagement, consultation and co-design, including methods of gathering feedback and insight	E
Good understanding of fostering services and the role of participation in improving recruitment, assessment, training, support and retention	D
Good understanding of policy, legislation and guidance relating to children and young people's rights, participation and engagement	E
Excellent understanding of safeguarding policy and practice	E
Understanding of equality, diversity and inclusion and how to engage underrepresented communities effectively	E
Understanding of data protection, confidentiality and information governance requirements	E
Skills and Abilities	
Excellent written and verbal communication skills, with the ability to adapt communication styles for different audiences	E
Highly developed engagement and facilitation skills, including the ability to work effectively with children, young people, foster carers and professionals	E
Strong influencing, negotiation and relationship-building skills	E
Ability to plan, organise and deliver participation activities, consultations, workshops and events	E

Ability to analyse feedback and participation findings and present clear recommendations and reports	E
High level organisational, administrative and time management skills	E
Ability to manage competing priorities and work independently while delivering high-quality outcomes	E
Strong IT skills including Microsoft Outlook, Word, Excel, PowerPoint and online engagement platforms	E
Ability to work creatively and flexibly to engage a diverse range of participants	E
Ability to build positive partnerships across organisations and communities	E
Experience	
Experience of leading or delivering participation, engagement, consultation or co-design activities	E
Experience of working directly with children, young people, families, carers or communities	E
Experience of gathering, analysing and presenting feedback and insight to inform service improvement	E
Experience of planning and delivering engagement activities, workshops, events or forums	E
Experience of working in Children's Services, fostering, social care, education, youth services or a related field	D
Experience of working with foster carers, care-experienced children or young people	D
Experience of using digital platforms to engage stakeholders and communities	D
Experience of managing projects and delivering work to agreed timescales and objectives	E
Experience of producing reports, presentations and briefing papers for managers and stakeholders	E
Educated to degree level or equivalent relevant experience	E
Relevant qualification in participation, community engagement, youth work, social sciences, education, communications, social care or related field	D

Evidence of continuing professional development	D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E