



# **Application Pack**

## **Children and Young People's Participation and Social Action Coordinator**



Dear Applicant,

**Re: Children and Young People's Participation and Social Action Coordinator**

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and application form.

The Junction is a respected charity working to make a difference to the lives of children young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self belief, a sense of family and belonging.

We are a growing and developing organisation and have made substantial progress within our Children and Young People's Participation, Voice and Social Action over recent years, developments include:

- Strategic commitment to children and young people's voice through our Participation Policy and Strategic Plan
- Regular Social Action and Campaigning on concerns and interests raised by children and young people
- Children and young people's participation through our strategic decision-making group, The Junction Heart, who ensure:
  - their views are represented across all levels of the charity
  - their achievements celebrated
  - that participation and service development is led by young people and
  - that our range of services focus groups act as a frontline feedback mechanisms
- A growing amount of externally commission Youth Voice and Participation work including the PCC Youth Information Advisory Group, support to Redcar and Cleveland's Children Service Youth Participation work and various other initiatives.

Much of this work has been led by the senior leadership team and we are now seeking to sustain and develop this work with a good practice, coordination and capacity resource. In order to do this, we are seeking an experienced practitioner who has experience of supporting children and young people from a range of backgrounds to develop the confidence and skills necessary to have their voice heard as well as the experience of delivering project outcomes to timescale in a dynamic environment. The right candidate will have experience of working with complexity, managing stakeholder relationships and the ability to deliver key project milestones. This includes line management of support workers, monitoring and interpreting data to formulate reports and improve performance through monitoring, the ability to contribute to the development of participation work and design new



projects to meet identified need is essential. Key to this is ensuring decision making and coproduction with children and young people informs everything that we do.

This is an exciting and challenging opportunity for a candidate who has the commitment and drive to deliver great outcomes for young people and ensure their views are utilised to create positive change. You will be supported in your role by the Youth and Participation Lead and Chief Executive.

**When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria.** If you would like to discuss the requirements of the post or have any questions about the role, please contact **Phil Dolphin** on 01642 756000 or via e mail at **Philip.Dolphin@thejunctionfoundation.com**

Once you have completed your application please return to:

[recruitment@thejunctionfoundation.com](mailto:recruitment@thejunctionfoundation.com)

Or alternatively post to The Junction, The Green, Westfield Farm, Dormanstown, Redcar TS10 5NA, please ensure your envelope is marked PRIVATE AND CONFIDENTIAL.

Please note the deadline for the applications **is noon on 9<sup>th</sup> November 2023.**

**Interviews will be held on 16<sup>th</sup> November 2023.**

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,

Beth Major  
Chief Executive Officer



## Why work for The Junction?

### **Pension**

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

### **Staff Wellbeing Programme**

Our staff Wellbeing Programme, provided through Simplyhealth, provides money back on health related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

### **Counselling Helpline**

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

### **Counselling Face-to-Face**

In addition to the helpline we provide access to 6 sessions of face to face counselling

### **Generous Holidays**

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

### **Loyalty Holiday Bonus**

We reward loyalty by offering colleagues 1 extra days holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

### **Staff Development**

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

### **Making a Difference**

By being part of an extra ordinary team we work together to help transform the lives of local children, young people and families.



## Within The Junction

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.



## Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

### Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

### Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

Values	Key Principles
We listen	Children and Young People are at the heart of everything we do
We genuinely care	
We don't judge	Our workers are the key to building strong, positive relationships
We empower	
	Working in partnership to make change happen

### Working within The Junction's policy environment

All staff and volunteers within The Junction are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone's responsibility. Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.

### Personal Development

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.



**Job Title: Children and Young People's Participation and Social Action Coordinator**

**Salary:** £29,744 per annum (with 3% uplift per annum subject to funding and satisfactory performance)

**Hours:** 37.5 hours per week

**Responsible to:** Participation and Youth Lead

**Accountable to:** Chief Executive Officer

**Location:** Base to be agreed – location within Tees Valley, flexible/ homeworking negotiable. With regular Travel across Tees Valley.

**Contract:** Initially fixed Term until 31<sup>st</sup> March 2026

**JOB PURPOSE:**

To lead specific elements of our Participation Services delivering a high quality, responsive and accountable service through adequate line management and reporting procedures to enable excellent interventions and evidence of impact. This will involve both face to face work, project management, stakeholder engagement and planning.

To coordinate identified developments within the service including joint planning with stakeholders and young people, project delivery, management of a small team and communication with The Participation Lead and CEO on development and strategic issues.

To work as part of The Junction's Management team to ensure a holistic and joined up approach to responding to the needs of vulnerable and disadvantaged children, young people and families by actively seeking opportunities where joining of services can add value across services, including an overarching view of participation opportunities across the organisation.

**SUPPORT:**

Support, supervision and appraisal will be provided by the Chief Executive Officer.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Leadership and Development Responsibilities**

**Internal**

1. To lead on identified organisational participation structures ensuring effective mechanisms for Youth Voice are embedded and acted upon.



2. To lead on identified participation projects on behalf of external agencies, ensuring project outcomes are delivered and children and young people's voice is heard and utilised to create lasting improvements.
3. Directly provide suitable and supportive line management to members of the team as identified, including regular scheduled supervision, appraisal and performance management.
4. To take responsibility for the promotion of opportunities for children and young people's involvement and promote the benefits of participation and its outcomes.
5. To ensure effective communication including regular opportunities for staff to meet through development opportunities, full staff meetings and provide effective coordination and leadership.
6. Ensure project outcomes are delivered and case recording standards are observed, enabling effective reporting on project and individual outcomes.
7. To administer financial systems where you have delegated budget responsibility, typically for activity, marketing and event budget lines, ensuring spend to profile and addressing any variance.
8. To form part of Operational Management Team of The Junction contributing to organisational events and developments and taking on appropriate duties within the team including becoming part of the Safeguarding Lead Practitioner Team and Out Of Hours Duty Cover rota's.

### External

1. Ensure excellent relationships with external strategic and delivery partners, funders and commissioners, liaising with them on project progress, and including contributing to seeking out and developing new opportunities.
2. Present information to a range of stakeholders in formats suitable for the audience to promote or report on services.
3. Represent The Junction and its services in a range of settings and forums.

### Data Management and Reporting

1. Utilise internal systems to ensure management information is used to inform capacity, and performance.
2. Ensure our capacity to report to relevant partners data systems, take an active part in ensuring responses to all data reporting systems are met.
3. To ensure data is used effectively to manage performance, finance or other areas taking a proactive approach to identifying any issues and responding appropriately.
4. Work collaboratively with the team to ensure income and contracts are monitored and secure.

### Service Development

1. Understand and identify trends and needs within services for young people and participation and engage stakeholders to address gaps in provision.





2. Contribute to the development of bids and tenders using your professional knowledge.

### Work with Children, Young people and their Families

1. To lead delivery of projects and services providing community-based services in groups, one to one and online.
2. To ensure the coordination of participation of children, young people and families in decision making, feedback and development of The Junction as valued partners and experts in their own experiences, to inform service development and design.
3. Ensure recruitment of children and young people to opportunities.
4. Raise awareness of the needs of vulnerable children, young people and their families, with stakeholders and the wider community.
5. Demonstrate an active commitment to making a positive difference to the lives of children, young people and their families

### Professional Development

1. Access own line management and supervision as appropriate
2. Take part in relevant professional development to update skills and address any gaps in knowledge or training relevant to the role.

### Working within The Junction's Policy Environment

1. Demonstrate a commitment which promotes and values diversity and the equality of opportunity, in relation to employees, workers, service users and the wider community. Challenge the use of all discriminatory language and practice and positively encourage all staff, volunteers, partners, young people and volunteers to adopt non-discriminatory practice.
2. Undertake all work in accordance with The Junctions policies and practice including but not withstanding Information Security, Health and Safety, Risk Management
3. Achieve the highest standards of customer care at all times.
4. Positively promote the welfare of children, young people and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility. To take a lead on safeguarding in you role as part of the Safeguarding Lead Practitioners group.
5. Work and adhere to The Junctions values at all times.

<b>Person Specification: Children and Young People's Participation and Social Action Coordinator</b>	<b>Essential</b>	<b>Desirable</b>	<b>Proposed Selection Method</b>
<b>Qualifications and Training</b>			
JNC Degree in Youth Work (or relevant field for example social work, teaching, criminology etc with significant experience of working with young people in informal settings)	X		A/I
<b>Experience</b>			
Significant experience of children and young people's participation work or working with groups and individuals to create change through developmental processes	X		A/I
Experience of working within relevant fields and their associated best practice guidance/ quality standards (Youth Work, one to one, targeted support)	X		A/I
Evidence of working with children and young people with a range of needs, issues and experiences (with particular reference to informal environments and personal and social development)	X		A/I
The ability to support the development and knowledge of teams, including, guidance, training needs assessment		X	A/I
Experience of safeguarding and managing risk	X		A/I
Experience of managing complexity, across a range of disciplines and specific projects/ services		X	A/I
Experience of utilising data to performance manage and report impact	X		A/I
Evidence of service development or project leadership experience, from design to evaluation stage	X		A/I
Experience of working with and influencing a range of partners, stakeholder and funders (both voluntary and statutory)		X	A/I
<b>Knowledge, Skills and Abilities</b>			
Strong Leadership skills and the ability to influence across teams and services	X		A/I
Ability to plan for project outcomes while allowing young people to lead and influence, taking developmental approaches	X		A/I
Ability to deal with distressing and emotive situations	X		A/I
Able to drive and understand change processes and effectively manage projects	X		A/I
Good IT skills and the ability to interpret data and prepare reports	X		A/I
Ability to manage time effectively and prioritise workload as well as support others to manage their time	X		A/I
Excellent verbal and written communication skills, including presentation skills	X		I



The ability to manage complex projects	X		A/I
<b>Work related circumstance</b>			
Access to a vehicle and requirement to travel across Tees Valley	X		A
Ability to work flexible hours to meet the needs of the service including some evening and weekend working	X		A/I
<b>Equal opportunities and Diversity</b>			
A commitment to equal opportunities and non-discriminatory practices	X		A/I

A = Application I = Interview T = Test P = Presentation