



# Role Profile

## CORPORATE PARENT DEVELOPMENT WORKER

Reference No.	I218.02	Type	Individual
Service	Education		
Job Family	Para Professional 4	Grade	FC6

### Purpose

To support the work of the Corporate Parent Board to hear the voices of care experienced children and young people through a variety of means

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Supporting through direct work, care experienced children and young people to speak out about their care experiences, using a variety of means including group work, one to one contact and email/phone contact.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent, in Social Care

✓

Significant knowledge base in relation to care experienced children and young people

✓

Significant experience in either a social work, residential or community education setting

✓

Experience of working with care experienced children and young people (Deliver results - See 'How We Work Matters' Framework)

✓

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Planning, co-ordinating and running forums for young people.	Project management skills  Group work management skills  Organisation skills	✓  ✓  ✓	
Supporting the work of the Children's Parliament groups through direct involvement in groups plus liaising and co-working with staff from Children's Parliament.			
Developing and implementing new ways of consulting with care experienced children and young people and encouraging their participation in key activities.	Self-motivated (Take ownership)  Experience of working in a child centred manner  Experience of working in an outcomes focussed manner	✓  ✓  ✓	
Communicating and liaising with children and young people's carers, parents, social workers and other key staff, both written and verbal.	Communication skills (Focus on customers)  Presentation skills  IT skills (Embrace technology and information)	✓  ✓  ✓	
Working with Board members on specific projects as required - developing project specifications, liaison, communication, meetings, running the projects, preparing reports and feedback.	Partnership working skills (Work together)	✓	
Regular reporting to the Corporate Parent Board.			
Organising and running events for both children and young people and board members, e.g. celebration /achievement events.	Experience of running events and seminars  Knowledge of the range of awareness raising methods		✓  ✓

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Developing and implementing key communications to partners and children and young people such as newsletters, leaflets, media and websites.			
Supporting children and young people's participation at local and national events and meetings either through taking them to such events or enabling them to attend themselves.	Knowledge of social inclusion issues	✓	
Presenting and promoting the programme through presentations to various staff groups and organisations.			
Supporting the Council's Listen Up Strategy by ensuring key actions are undertaken and completed.	Knowledge and understanding of children's rights	✓	
Undertaking risk assessments re activities in line with council standards.	Knowledge of risks presented by care experienced children and young people	✓	
Managing and supporting referral systems for children and young people involved in the forums or other work.			
Managing confidential information responsibly ensuring safety of individuals and that risk is managed properly including child protection.	Knowledge of information sharing principles and legal standards	✓	
Working directly with children and young people to build soft skills such as confidence, resilience, assertiveness, presentation skills, communication skills.	Experience of working with children and young people in group settings and individually	✓	
Managing challenging behaviour in a group or one to one setting to ensure safety. Following up incidents or concerns verbally and in writing to carers/social workers and other professionals.	Conflict management skills	✓	
Planning, organising and running activity based sessions with children and young people to the required Council standards, e.g. outdoor based team building.	Organisational skills	✓	
	Planning skills	✓	

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Costing activities and managing finance for group, individuals and events, notifying manager of any proposals for spend to ensure this is properly authorised as well as having general knowledge of available budgets.			
Networking with a range of organisations and services to be aware of the national picture re participation/consultation to ensure work undertaken is current and relevant.			
Networking with services and organisations on a local level to be aware of local opportunities where children and young people can be encouraged and supported to participate.	Knowledge and understanding of social work/community education principles and values	✓	
Ensuring knowledge and skills base is kept up to date and relevant through reading, research and attending training.	Ability to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results