

## PARTICIPATION WORKER

TGP Cymru is one of the leading Wales based charities, which supports and represents vulnerable children, young people, and families through a range of projects, training and campaigning. TGP Cymru services are funded by multiple funders and deliver services pan-Wales.



**TGP Cymru Department:** Family Services

**Responsible to:** Team Manager of Refugee and Asylum Service

**Location:** Hybrid Working with hot desking facilities in Cardiff

### **Purpose of role:**

To provide participation and mentoring to Children and Young People aged 11-25 to enable and empower them to ensure their voices are heard and bring about positive change, to increase levels of confidence, and to encourage their ability to self-advocate. To seek and promote new and diverse participation opportunities for young people to encourage inclusion and personal development. To help young people understand process and systems which affect them and support engagement in a range of activities to improve wellbeing and resilience, combat isolation and encourage integration.

### **Accountabilities / Responsibilities**

- Promote awareness of children's rights with Children and Young People and raise awareness and enhance knowledge of participation.
- To recruit young people to attend regular participation groups and individual opportunities.
- To facilitate guests' attendance in participation groups as speakers or to deliver skills-based workshops or activities
- To support eligible children and young people to access advocacy
- To support children and young people to access a range of participation opportunities and to signpost to other services
- Facilitate Children and Young People's membership of local and national Youth Forums and support them to influence provision and services
- Organise and facilitate consultation, participation and community events that promote and reinforce consistent and effective participation.
- Support Children and Young People to devise leaflets, newsletters and social media resources to promote issues important to them
- Facilitate workshops, forums and meetings for Children and Young People to take forward wider issues and campaigns identified by them, to influence decision making and the systems that impact on their lives.  
Identify relevant consultations by local authorities, Welsh Government and other relevant organizations and support Children and Young People to respond.

- Assist the Team Manager to assess the Service's outputs against the framework of agreed outcomes by the monitoring of activity and the collection of appropriate information including feedback from service users
- Comply with the TGP Cymru's policies and procedures to include finance, reporting, data management and safeguarding
- Promote equal opportunities and anti-discriminatory practice through the work undertaken within post
- Undertake such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.

Network appropriately with colleagues and the community, including developing awareness of TGP Cymru's services amongst relevant professional

**Performance Indicators**

- Responsible for the delivery of key performance indicators and standards of practice.
- Quality of service and compliance against statutory, regulatory, organisational and best practice standards and requirements.
- Achievement of service and individual objectives and targets.

**Line management responsibility:**

None

**Budget management responsibility:**

0

**Grade:**

MS6

**Working conditions:**

8 hours per week (to be discussed at interview) with a flexible approach to the working week that will involve some weekend and evening working and occasional stay away from home overnight to attend meetings, conferences, residential trips with young people or training.

Attendance at a regular young people's late afternoon / early evening group drop in located in Cardiff.

Travel to various locations across Wales and the UK is also required, to include, as part of a team, facilitating participation workshops in Wrexham, Newport and Swansea or alternative locations quarterly.

**Qualifications**

- A professional qualification in social work, youth and community work or related discipline such as Health and Education (desirable)

### **Skills and abilities / competencies**

The post holder will be able to

- Produce quality results in a service-orientated and timely manner and is committed to deliver agreed outcomes
- Work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others
- Plan and organise work and manage time effectively
- Communicate effectively i.e. express information and ideas in a clear, concise and accurate manner; listen actively and ensures information is shared.
- Be open to new approaches and ideas, respond positively to change and adapt quickly to new situations

Seek opportunities for continuous learning and professional growth

### **Knowledge / Experience**

The postholder will be able to demonstrate a sound understanding and experience of:

- Experience of working with Refugees and people seeking Asylum and knowledge of the Asylum System (desirable)
- Participation and Consultation
- Children's rights
- Working in partnership with children and young people
- Working with children and young people to identify how and by whom they wish to be represented
- Knowledge of Safeguarding

### **Other**

- Display TGP Cymru values and behaviours at all times and actively promote them in others
- Commitment to equality and diversity
- Full driving license and have access to transport (desirable)
- Access to public transport
- Ability to speak Community Languages (desirable)