



Children's Participation Worker Ormiston Families – Norfolk and Waveney Mental Health Service



A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Participation Worker, within the Norfolk and Waveney Children and Young People's Mental Health Alliance.

As an organisation, Ormiston Families has agreed that our strategy for the next 3 years is to enable children, young people and their families to feel safer, healthier and more resilient. We also recognise that we need to build the resilience of the organisation, so we are fit to meet the challenges ahead.

Over the next few months we will continue to develop the strategy identifying key objectives for the next 3 years and making necessary organisational and operational changes to enable us to deliver the strategy in the new financial year. We see the recruitment of this post as critical in helping us achieve these objectives.

I wish you the best of luck with your application.

Best regards,

A handwritten signature in black ink, appearing to read 'Allan Myatt' with a stylized flourish at the end.

Allan Myatt



Our vision

Safe, healthy, resilient families

Our mission

Enabling families in the east of England to build resilience and make choices to improve the life chances of their children

Our values

Collaborative

- Working together with families
- Building partnerships, communities and networks to support families
- Valuing each other to achieve results and improve everything we do

Compassionate

- Listening, so we can understand
- Treating people with respect
- Enabling, recognising and reinforcing achievements

Effective

- Evidencing the impact of our work with families
- Prevention and early intervention being at the heart of our work
- Building resilience to cope and recover from adversity



Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

About Ormiston Families Mental Health Service

Ormiston Families is part of the Norfolk and Waveney Children and Young People's Alliance, alongside our partners, Norfolk and Suffolk Foundation Trust and Mancroft Advice Project (MAP) commissioned by the Clinical Commissioning Group to deliver Getting Advice and Getting Help for children and young people's mental health.

The service works alongside a range of other services for children and young people and include, but not limited to Tier 3 CAMHS (NSFT), Social Care (including Social Work, Early Help and Education), Community Paediatrics, Voluntary Providers and universal settings. The service aims to improve the emotional wellbeing and mental health outcomes for Children and Young People age 0-25 birthday.

Mental Health Services are being redesigned to place children and young people at their very heart. Their input has been an integral part of the Norfolk & Waveney Mental Health Transformation process. Children and young people have shared their hopes, concerns and experiences, working alongside professionals to ensure change happens in an informed and relevant way.

To ensure that this involvement from children and young people is sustained and built upon, MAP is overseeing the delivery of a new Youth Participation Programme for Children and Young People's Mental Health Services and is looking for experienced and motivated individuals to join this new team.



Job Description

Job Title: Children's Participation Worker

Service: Point 1 Service

Location: Norwich Hub and in the community around Norfolk and Waveney

Job purpose:

Working in partnership with MAP to ensure the continued involvement from children to contribute to developing Children and Young People's mental health services in Norfolk and Waveney.

Main Duties and Responsibilities:

- To promote the involvement of children in relevant participation opportunities within Ormiston Families, across CYP Mental Health Services and wider society.
- To develop and deliver a programme of activities that increase children's participation in decision making, having their voice heard and involvement in setting local priorities.
- To provide one to one support and group work as appropriate.
- To actively engage children in participation.
- To refer or signpost children to specialist support where necessary.
- To maintain appropriate quality standards and processes in the delivery of work.
- To keep accurate and timely records to contribute to the effective management of the service and for reports to Ormiston Families management, funders and other stakeholders.
- To contribute to the continuous development of the service.
- To build and maintain effective networks for personal professional development and to develop positive partnership working opportunities.
- To act as an ambassador for Ormiston Families, and our partners and services, in accordance with Ormiston Families' communication strategy.
- To represent and promote the interests of vulnerable children to maintain awareness of their needs amongst those planning, determining, and implementing relevant services.
- To maintain up-to-date knowledge of the wider social environment and update resources to inform the work undertaken.
- To undertake training and professional development opportunities, develop relevant specialist knowledge and expertise, and share this with colleagues.
- To attend and contribute to Ormiston Families and partnership meetings as appropriate and positively partake in the life of the project.
- To maintain Ormiston Families as a safe and supportive place for children and workers.
- To work within Ormiston's mission and values and all policies and procedures, including Safeguarding, Equality and Diversity, Participation, Quality and Health and Safety. Comply with relevant external standards and Quality Marks.
- To undertake other duties relevant to the post.



Person Specification

Qualifications:	
Essential	Desirable
Educated to degree level in relevant child and young people qualification.	NQF level 4 or equivalent, ideally in a relevant subject e.g. youth work
Experience:	
Essential	Desirable
Experience of working with children and young people.	Experience of developing participation opportunities for children.
Abilities and Knowledge:	
Essential	Desirable
Current knowledge of social issues, policy and practice, as they affect children and young people.	
Good communication skills, written and spoken.	
Familiarity with or willingness to learn appropriate IT applications for communication and reporting purposes, including MS Office.	
Focuses on clients' needs and adapts approach and actions to different requirements.	
Takes personal ownership to gain satisfactory outcomes for the client.	
Thinks beyond the current context, and is flexible, innovative and open to innovation from others.	
Identifies risks for children and ways of managing that risk.	
Supports and acknowledges individual successes.	
Adapts to changing objectives and priorities.	
Uses self-awareness to improve own performance and contribution.	
Actively shares knowledge and information with others.	
Listens actively to others and responds objectively and fairly.	



Respects and works effectively with diverse people, perspectives and ideas.	
Identifies opportunities to use own knowledge and expertise to develop others, and to use other's knowledge and expertise to develop self.	
Can act on own initiative but considers or negotiates with others to achieve mutually successful outcomes.	
Consistently delivers on commitments.	
Plans and prioritises workload and demands.	
Delivers high quality and timely work.	
Maintains composure under pressure.	
Actively supports continuous process improvement and change.	
Upholds company policies, procedures, statutory requirements and regulations.	
Embraces and undertakes training and opportunities for professional development.	
Acts with integrity, openness and fairness.	
Involves others in decision making processes.	
Shows respect for others' thoughts and beliefs.	
Challenges prejudice or behaviour that is not respectful to others.	
Advocates and campaigns on behalf of marginalised groups or individuals within the community.	
Proposes and participates in active promotion of the rights of children.	



Information about working for Ormiston Families' Children and Young Peoples Mental Health Service

You may find it helpful to know the following information about this position.

Duration:

- The post advertised is permanent and can be part-time or full-time, with flexible working.

Hours of work and working arrangements:

- The normal working week is 35 hours, Monday to Friday and covers 52 weeks per year.
- You will be required to work flexibly to meet the needs of the service including evenings and weekends.

Location:

- To be confirmed with candidate upon employment offer.

Progressing through your grade:

- Your salary will rise with the scale by one increment each year up to the maximum of the scale. Increments are awarded annually on the 1st April.

Probationary Period:

- The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

Salary:

- The scale for this post is grade 7 point 25, currently £24,047 per annum
- Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.



Benefits & recognition

All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.

Cycle to Work:

- Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

Annual leave entitlement:

- The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 3 years' service up to a maximum of 30 days as follows:
- Part-time employees receive a pro-rata allowance according to the number of hours they work per week).

Group Life Assurance:

- Ormiston Families provides a death in service benefit to all permanent employees.

Occupational sick pay scheme:

- Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

Pension:

- Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

Sponsorship:

- Ormiston Families provides sponsorship to employees who have completed their probationary and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

Employee Assistance Programme:

- Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

The Hive:

- The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in some stores.

The Well-being Centre:

- Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.



Requirements of the post

Qualifications:

- If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
- Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
- If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

Medical examination:

- To ensure the post will not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form on appointment and may be required to have a medical before the appointment can be offered formally.
- This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).

Immigration, Asylum and Nationality Act 2006:

- Before you can start working for Ormiston Families a check will need to be carried out to ensure you are eligible to work legally in the UK.
- This check will be undertaken in accordance with the Immigration, Asylum and Nationality Act 2006.
- You must supply proof of your entitlement to work in the UK by producing certain document(s) and you will be asked to bring these to your interview if you are shortlisted.
- Further information on working in the UK can be found by clicking on the link below to the UK Border Agency website: Link: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Disclosure and Barring Service (DBS) checks:

- As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check
- Employment can commence once the check has been satisfactorily completed.
- If a candidate has a conviction on their DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
- It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
- Additional questions for roles working with children, young people or vulnerable adults to be explored at interview
- As this post involves working either with children and young people or vulnerable adults Warner or Safer care motivational type questions may be asked during the interview process.
- These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour and responses to situations.
- The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
- If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.

Transport status:

- If the post requires you to travel as part of your duties, you are responsible for your own travel arrangements.



- Any mileage undertaken on behalf of Ormiston Families' Point 1 service will be paid at the appropriate rate and within Her Majesty's Revenue and Customs guidelines.
- If you use your own vehicle for the purposes of work you must ensure that your insurance policy covers you for this purpose.

No smoking:

- Ormiston Families operates a Smoke Free Premises policy.

Standard Terms and Conditions

Probationary period:

- All new employees of Ormiston Families will be required to complete a 6-month probationary period. This may be extended in some circumstances.

Equal opportunities:

- Ormiston Families seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.
- The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
- In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.

Data protection:

- Ormiston Families is required by law to comply with the Data Protection Act 1998.
- Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
- Personal information is information relating to a living individual who can be identified.
- It is each individual employee's responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
- Personal information must not be disclosed to others unless authorised to do so.

Notice:

- Once your probationary period is completed, you will be required to give at least 4 weeks' notice in writing of termination of employment dependent upon length of service.
- You are entitled to receive a similar period to the notice you have to give or the minimum statutory provision under the Employment Right's Act 1996, whichever is greater, as set out below:

Grades 1-7:

- Less than 6 months' service: 1 month
- More than 6 months' service: 1 month

Grades 8-9:

- Less than 6 month's service: 1 month
- More than 6 month's service: 2 months

Grades 10-14:

- Less than 6 month's service: 1 month
- More than 6 month's service: 3 months



Application Process

- Applicants must send in a completed application form or CV with a detailed covering letter highlighting how they meet the job description.
- You must demonstrate that you hold the personal competencies required for the role and how you meet the relevant qualifications, experience, knowledge and skills.
- Ormiston Families is an equal opportunities employer.
 - We value diversity and welcome applications from all sections of the community.
 - We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.
- Ormiston encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
 - This information can be sent under separate, confidential cover to the Human Resources hr@ormistonfamilies.org.uk
 - Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- Applications will be considered and those shortlisted for interview will be informed.
- If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.
- The post will be offered subject to satisfactory qualifications, DBS if applicable, references and a satisfactory declaration of health.
- The post will also be offered subject to the production of relevant documents as listed in the Immigration (Restriction on Employment) Order 2004.
- The successful candidate will be asked to provide evidence of identity and qualifications.

Closing date for completed applications: 9am, 14th June 2021

Interview date for short listed candidates: Week commencing 21st June 2021

Any queries, please email: karryn.dixon@ormistonfamilies.org.uk