

## What You'll Be Doing (Day-to-Day Responsibilities)

### **In this role, you will:**

- Support the recruitment and engagement of young people into the Children in Care Council (CICC).
- Help children in care and care leavers influence the design and delivery of council services.
- Build positive, long-lasting professional relationships with young people.
- Assist young people in attending regional and national events representing Warrington.
- Support meetings between young people and elected members, MPs and senior officers.
- Participate in workshops, forums and council meetings to support youth voice, including corporate parenting forums and service provider events.
- Contribute to developing information, marketing tools, surveys and online polls.
- Uphold confidentiality, safeguarding responsibilities and data protection standards.

### **What Makes This Role Unique?**

- A real chance to influence change – You will help shape services for children in care and care leavers at local, regional and national levels.
- Meaningful personal development – You will build skills in leadership, communication, youth participation, safeguarding and more, with support from experienced professionals.
- Opportunity to represent young people's voices – You'll be directly involved in democratic processes and high-level conversations with decision-makers.
- Flexible, supportive environment – With only 3 hours per week and a mix of evenings/weekends, this role suits those balancing study, work, or other commitments.
- Work alongside passionate partners – Including elected members, senior managers, virtual school colleagues, health partners and youth participation leads.

### **Expected Hours of Work**

- 5 hours per week, which will include evening and occasional weekend work.
- Hours may vary depending on events, meetings or project work, but flexibility is supported.

### **What's needed?**

The role of Children in Care / Care Leavers Ambassador requires individuals who can engage positively with young people, support participation activities, and uphold safeguarding, confidentiality and equality standards. The job description emphasises supporting the Children in Care Council, representing youth voice, and assisting with democratic and developmental activities.

## **Minimum Requirements (Essential Criteria)**

The person specification marks essential requirements with (E) — these are the MUST-have criteria that an applicant must evidence.

Below is a consolidated list of all essential (E) requirements.

### **1. Experience – MUST Have**

- Experience working with young people in informal settings, individually and in groups.
- Experience working with a diverse range of young people from various backgrounds.
- Experience organising social education activities.
- Experience assessing group dynamics and young people's learning/development needs.
- Experience contributing to quality assurance systems and report writing.
- Experience developing/maintaining systems to manage contacts.
- Understanding and implementing safeguarding procedures.
- Experience working within/alongside local authorities or Children's Services.
- Experience key-working with young people.

### **2. Skills & Abilities – MUST Have**

- Ability to develop effective relationships with young people and adults.
- Ability to motivate and develop young people.
- Good organisational skills, including IT and social media use.
- Ability to manage time effectively.
- Excellent interpersonal and communication skills with key individuals/agencies.
- Ability to adapt quickly to change.
- Being self-sufficient, independent and resilient.

### **3. Education / Knowledge – MUST Have**

- Willingness to work towards a qualification in working with Children and Young People.
- Understanding of issues affecting children in care and care leavers.
- Knowledge of relevant legislation and available support for young people in/from care.
- Knowledge of safeguarding.
- Understanding confidentiality.
- Knowledge of how to record young people's achievements and why this is important.

Awareness of team building, communication and personal development.

#### **4. Other Essential Requirements – MUST Have**

Ability to work 5 hours per week, including evenings and occasional weekends

Demonstrated commitment to equality and diversity.

Commitment to positively challenging attitudes/values through practice.

Adherence to ethical codes of conduct.

Commitment to continuous improvement and ensuring young people are fully engaged.

Summary: What MUST an Applicant Have?

To be shortlisted, an applicant must demonstrate ALL essential (E) criteria across:

- ✓ Experience
- ✓ Skills & abilities
- ✓ Knowledge and understanding
- ✓ Commitment to safeguarding, equality and service standards
- ✓ Ability to work required hours

These essential criteria are explicitly stated as mandatory in the person specification

#### **Application Process**

Applicants will be asked to complete an online application form outlining how they meet the **essential criteria** in the person specification. These criteria are marked with (E) in the documentation and must be evidenced clearly for applicants to be shortlisted.

**The application process typically includes:**

- 1. Online Application Submission**  
You must evidence each essential requirement—failure to do so may result in not being shortlisted.
  - 2. Shortlisting**  
Shortlisting will be based strictly on the essential criteria listed in the person specification.
  - 3. Interview Invitation**  
Successful applicants will be contacted with interview details, including time, date and format.
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## **What to Expect at Interview**

If shortlisted, candidates will be invited to an interview focusing on:

- Understanding of the issues affecting children in care and care leavers.
- Knowledge of safeguarding and confidentiality.
- Ability to work with young people and motivate them.
- Communication skills and ability to build positive relationships.
- Examples of previous youth engagement or relevant experience.

Interviews may also include:

- A brief scenario-based exercise (e.g., how to support a young person at a meeting)
- Discussion of availability for **evening and occasional weekend work** (essential requirement)