

JOB DESCRIPTION

Job Title	Child Rights Adviser
Grade	HEO
Salary	£35,733 - £39,369 per annum
Location	Westminster, Central London
Contract Type	Fixed-term until 31 March 2024
Hours	Full-time
Reports to	Head of Advocacy
Purpose of the role	<p>The Children's Commissioner for England sits at the heart of Government, delivering for children, and championing their voices and needs. This includes a particular responsibility towards children who rely on the state for their safety or protection.</p> <p>The Children's Commissioner is a unique statutory role with powers to help bring about long-term change and improvements for children. Her messages to policy and decision makers, leaders of industry, charities and sometimes parents provide insight, evidence and challenge to us all to provide the best support possible for children as they grow up.</p> <p>The Child Rights Adviser will work as part of the Help at Hand team. The Help at Hand team give advice, assistance and representation to children in care, children working with social service, children living away from home and care leavers. The post holder's primary responsibility will be to assist these children to realise their rights and have their voices heard. The post holder may from time to time assist with other parts of the service including promotion and reviewing of the service.</p>
Specific Duties	<p>Respond to calls for advice and assistance:</p> <ul style="list-style-type: none"> • Make prompt responses to enquiries that come in by phone, email or online. They will assess queries and will make strategic decisions about what next steps are necessary to ensure the children's and young people's voices are heard and rights are adhered to. This work will be supervised by the Head of Advocacy who will also support more

	<p>complex enquiries.</p> <ul style="list-style-type: none"> • Make written and oral representations to decisions makers in children’s lives – this will include Local Authorities, Clinical Commissioning Groups and Youth Justice. • Be alert to safeguarding concerns and make immediate referrals, when necessary, in accordance with the Safeguarding Policy. • Log and record cases in accordance with Help at Hand procedures and adhere to the Data Protection Policy. • Carry out tasks in relation to our data sharing agreement with Ofsted in relation to ensuring advocacy provision for children in inadequate homes. • As directed by Head of Advocacy, assist other teams in the office by providing cases studies and sharing information from Help at Hand. • The post holder may go on visits to seek the views of children and young people.
Safeguarding	<p>All staff have a responsibility to safeguard and promote the welfare of children and young people.</p> <p>The post holder will undertake appropriate levels of training and is responsible for ensuring that they understand and work in line with the Children’s Commissioner’s safeguarding children and young people policy and associated guidance.</p>
Changes	<p>This is a description of the job as it is presently constituted. It is CCo’s practice to periodically review job descriptions and to update them from time to time. This process will be conducted in consultation with you. It is the aim of CCo to reach agreement on any changes but if agreement cannot be reached, it reserves the right to insist on such changes, after consultation with you.</p>
Date	October 2023

PERSON SPECIFICATION

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Good knowledge of the rights and entitlements of children in care, care leavers and those receiving services from children's social care, including those involved in child protection processes 	<ul style="list-style-type: none"> • Expert knowledge of legal frameworks relating to children in care, children in custody, children in mental health settings, children in need, disabled children and children and care leavers
Experience	<ul style="list-style-type: none"> • Experience of providing advice, support and/or advocacy to children and young people 	<ul style="list-style-type: none"> • Experience of and interest in participation activities with children and young people
Skills	<ul style="list-style-type: none"> • Strong interpersonal skills, especially in communicating with children and young people and with relevant adults involved in their lives • Excellent written communication skills to draft and check documents including correspondence, briefings, online content and information for professionals • Good organisational and planning skills that adapt to changing priorities and demands. • High degree of efficiency in 	<ul style="list-style-type: none"> • Excellent problem-solving skills

	<p>prioritising, planning and monitoring of workflows and loads</p> <ul style="list-style-type: none"> • Strong analytical skills and the ability to deal with complex issues applying sound judgement and creativity, while using support and guidance 	
Abilities	<ul style="list-style-type: none"> • Ability to monitor, analyse and report on service usage. • Strong IT skills including Microsoft Office (Word/Excel/Teams/PowerPoint) and using bespoke localised systems quickly. • Ability to understand and develop data systems relevant for the service, with support. • An ability to build positive relationships with internal and external stakeholders to meet the needs of the service. • A key team player who can also work independently and confidentially with sound judgement. • An ability to promote the service to children and young people with strong levels of empathy and understanding of need. 	
Personal qualities	<ul style="list-style-type: none"> • Passionate about promoting and protecting children's rights. • Committed to the Children's Commissioner's principles in 	

relation to equality and diversity and to operating with integrity at all times.

- Occasional travel to meetings within the UK.
- Understanding of and willingness to abide by the 7 Standards of Public Office.