Job Description

Job Title: Participation Worker	**Division**: Youth Empowerment Service	
Directorate: CYPS	**Post Number:** 39218	**Evaluation Number:** 2019-10
Grade: JNC Ranges 19-22	**Date last updated:** 16th November 2026	

People at the heart of everything we do
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent
Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

The London Borough of Newham is committed to expanding its youth services. It is our intention that children and young people within the borough will have access to the best Youth Service in London. Participation Workers will play a pivotal role in helping us achieve our goal.

Working to a remit set by the Youth Participation Senior Manager, post holders will be responsible for supporting young people to have voice within the borough, within formal democratic processes influencing the use of

resources, the design and delivery of services; and within their communities, through developing opportunities for them to become involved and through supporting them to develop their confidence and capacity to take up these opportunities.

The post holders will particularly focus on working with children and young people who may need additional support, ensuring that those that face the greatest access barriers are able to benefit from the Youth Service, express their views, and take advantage of wider opportunities in Newham.

Specifically, the post holder will be responsible for:

1. Delivering innovative approaches to engaging young people in shaping and participating in the activities offered as part of the Youth Service Curriculum, with the aim of raising the overall level of participation in Youth Service activity to 20% of 9 – 19 year olds;

2. Supporting Newham's children and young people to have a say in decisions that affect them, through involvement in/co production of Newham's Youth Citizens' Assemblies, Newham's Youth Movements and a range of local, national and online fora;

3. Ensuring that Newham's children and young people are supported to have a say in decisions that affect them, through the Borough's Youth Citizens' Assemblies and a range of local, national and online fora;

4. Working with young people with SEND, those that are looked after, LGBTQ young people and young carers to enable them to access an enhanced intensive service which is aligned to their needs and which supports their engagement; and

5. Inputting in to the development of Newham's Youth Service Extended Learning Curriculum;

Role Context

1. The post holders will report to the Youth Participation Senior Manager.

2. The post holders have no budget management responsibilities.

3. The post holders will have no formal line management responsibilities but they may be asked to matrix manage the work of one or two Youth Workers, as well as contract and sessional workers, students and volunteers who play an active role in delivering Newham's Youth Service offer.

Accountabilities:

1. To form positive relationships with young people and young peoples' representative groups to ensure that the universal and targeted youth offer

remains relevant, credible and impactful and is accessible to all young people;

2. To work with colleagues to ensure that young people are empowered and provided with opportunities to participate in the democratic process within Newham, through the Youth Citizens' Assemblies and through other formal and informal channels, and to support the effective operation of youth provider and young people's forums and networks;

3. To raise levels of participation in activities offered by the Youth Service, including delivering specific focussed support to children and young people who are LGBT, young carers, children and young people with special educational needs and disabilities, and looked-after children and care leavers to enable them to take advantage of the Youth Service offer. (Note, post holders may be asked to take a lead across the borough in relation to a specific issue, for example promoting participation amongst young people with SEND);

4. To empower young people to co-design programmes of activity to be delivered through Newham's youth service;

5. To organise, lead or contribute to community forums and events, conferences and training to promote and support young people's engagement in activity within the Borough;

6. To participate in the development of activities designed to promote participation across the youth service, across the council as a whole, and with partner organisations, highlighting best practice, contributing to the provision of training, advice and support to enhance opportunities for young people to participate in Newham life;

7. To ensure that participation levels and satisfaction data relating to youth services is appropriately captured;

8. To advocate for young people, and to champion their views to the Council and beyond, playing an active role in promoting the young person's voice and in ensuring that young people and their families are at the heart of everything we do and are effectively supported to meet their goals;

9. To participate in campaigns / initiatives working with young people to address particular issues of importance to them;

10. To signpost young people to access information, advice and guidance, and to refer young people to other organisations should the support available through those organisations be of interest to them;

11. To participate in the needs analysis, design and delivery of a co-designed universal and targeted 'Youth Offer' to young people in Newham that provides a varied and inclusive range of activities that promote wellbeing and independence and enable young people to play an active role within their community;

12. To work with council colleagues, with other organisations and with young people and their families to ensure that youth services are fully integrated with other elements of Newham's Early Help approach;

13. To ensure that information on any identifiable young person is appropriately recorded alongside other case files and is handled and shared in accordance with all relevant local policies, and legislation and regulations;

14. To ensure that the needs of young people in Newham are met by modelling behaviour which fosters equality of opportunity in service provision;

15. To keep abreast of all relevant legislation relevant to the area and ensure all activity is compliant with any changes; and

16. To remain aware of responsibilities in relation to safeguarding, health and safety and risk assessment, and to operate in accordance with systems and processes that ensure compliance with national and local policies and procedures.

Working pattern

The post holders will be required to work up to 9 unsociable sessions per fortnight in line with JNC terms and conditions to support the needs of all Service Users and Stakeholders.

Progression

In accordance with the London Borough of Newham's JNC Career Progression Scheme, progression through the grades attached to this post will be dependent upon the level and impact of the duties undertaken by the post holder.

Politically Restricted Posts

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub-committee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	**METHOD OF ASSESSMENT**
KNOWLEDGE:	
▪ A good understanding of the issues that young people face as they transition into adulthood, and of the role that a Participation Worker can play in helping young people to overcome those issues.	Interview / Test
▪ Demonstrable understanding of the barriers young people may face in accessing services and in participating more generally, and of programmes to help overcome those barriers	Interview / Test
▪ Understanding of relevant Health and Safety, child protection procedures.	Interview / Test
▪ Knowledge of Equal opportunities and anti-discriminatory practice and the capability to apply it to work with young people and communities.	Application Form/Interview Interview / Test
QUALIFICATIONS:	

▪ NVQ level 3 in Youth & Community Work, BA honours in applied Youth and Community work, or MA in applied Youth and Community work or an equivalent young person centred national qualification relevant to this role	Application Form/ Documentation
▪ Management training	Application Form/ Documentation
▪ Evidence of continuous professional development	Application Form/ Documentation
EXPERIENCE:	
▪ Experience of engaging young people from a wide range of backgrounds, including hard to reach groups.	Application Form/ Interview
▪ Ability to plan, develop, deliver, monitor and evaluate programmes designed to increase young peoples' participation.	Application Form/ Interview
▪ Substantial experience of working with one or more of the following groups of children that face specific barriers to participation, and of supporting them to build the skills, capacity and confidence to thrive and to participate in community life: o Children with SEND o Looked After children and young people and care leavers o Young people who identify as LGTBQ o Young Carers	Application Form/ Interview
▪ Evidence of working with partners, such as Parents & Carers, Faith, Community and Voluntary Groups and other services to deliver integrated services to young people.	Application Form/ Interview
SKILLS AND ABILITIES:	
▪ Strong communication skills, verbal and written	Application Form/ Interview/Test
▪ Ability to assess young people's needs and plan, monitor and evaluate programmes to meet those needs.	Application Form/ Interview
▪ An ability and commitment to engage and communicate with children and young people in care of diverse backgrounds, age, gender and ethnicity and support them to voice their views, wishes and feelings	Application Form/ Interview
▪ Project planning and process management skills, including evidence of the ability to take responsibility for project planning and process management within a relevant area of work.	Application Form/ Interview
▪ The ability to prioritise your own and others' workloads effectively and undertake risk assessments	Application Form/ Interview

as appropriate.	
PERSONAL STYLE AND BEHAVIOUR: • Demonstrates commitment to the public service and its partnership arrangements • Demonstrates sensitivity to the needs of a very diverse community and ideas of how best to meet those needs • Has a high degree of integrity • Shows resilience and toughness under pressure • Shows energy, creativity, determination and a high drive for achievement • Shows sensitivity towards the needs of others.	Application Form/ Interview Application Form/Interview Application Form/ Interview Application Form/ Interview Application Form/ Interview Application Form/ Interview
OTHER SPECIAL REQUIREMENTS: This post is subject to an enhanced DBS check This post is exempt from The Rehabilitation of Offenders Act (1974)	Satisfactory clearance at conditional offer stage Application Form