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# Child Participation and Engagement Lead

# Working Week: Full time (39 hours per week)

Contract Type:**3-year Fixed Term Contract**

Reporting Line: **Head of Policy and Public Affairs**

Base: **Hybrid options available**

**Core Purpose of the role:**

# Reporting to the Head of Policy and Public Affairs, the Participation and Engagement Lead is a new role in the ISPCC. The new role will be responsible for developing a framework for participatory practice in the ISPCC, with the ultimate objective of ensuring that the ISPCC involves children and young people in decision-making on issues that affect their lives, at both the individual (service provision) and collective levels (policy). Child and youth participation is a key component of the 2023 Strategy: equipping children and young people to live their best lives by designing, developing, and implementing a key framework for participatory practice that is fit for purpose, amplifying children and young people’s voices and lived experiences to bring about change.

The following job specification is not intended to be a comprehensive list of all duties involved and consequently, the role may be required to perform other duties as appropriate to the post which may be assigned from time to time.

**Role Specification**

**Project Management and Participation**

* Project Lead for development, delivery, and implementation of a framework for participatory practice in the ISPCC. The role will coordinate and support initiatives to hear the voices and lived experiences of children and young people at both the individual (service provision) and collective levels (policy).
* Such initiatives to include, but are not limited to;

**(i)** Establishing a panel of child and youth participants; their recruitment, selection, training and ongoing support and coordination to ensure proficient participation in initiatives; and continuing coordination and engagement to ensure meaningful participation throughout the lifetime of initiatives.

**(ii)** Forming topic-specific internal advisory groups to gather insights and lived experiences of children and young people engaging with colleagues from Childline services and ISPCC Community Engagement programmes; formulating key policy issues presenting and supporting public affairs strategies to deliver change.

**(iii)** Developing a public-facing offering showcasing emerging and evolving concerns and trends based on insights from participatory practice initiatives.

* Children and young people involved in participatory practice initiatives will be invited to input into the direction of key ISPCC departments and will be positioned as influential stakeholders in the future of the organisation.
* Work alongside colleagues in key enabler roles, developing strategic working relationships across the broader organisation to deliver milestones and fulfil role objectives. Supporting delivery of the role’s vision for participatory practice.
* Collaborate with the fundraising team regarding funding opportunities.
* Contribute and maintain content and resources on ISPCC.ie as it relates to the role.
* Build and maintain good, effective working relationships between our children and young people’s participation panel and all departments of the ISPCC, including our Board of Directors.
* Engage and collaborate with external agencies as appropriate to ensure the ISPCC has a sector best practice approach in our participatory practice offering.
* Anticipate issues before they arise and work through roadblocks and issues towards a successful conclusion.
* Ask for help as required from stakeholders in a timely manner.
* Perform risk management to minimise project risks and track project performance.
* At all times work in line with ISPCC safeguarding policy and procedures.

**Communication:**

* Highlight and share feedback, lessons learnt and developments in participatory practice to the attention of the Head of Policy and Public Affairs and the broader membership of the Senior Leadership Team (SLT), in a timely manner (early anticipation of issues, roadblocks, concerns and support required).
* Report to the Head of Policy and Public Affairs and ensure detailed reports of progress against KPIs to Senior Leadership Team.
* Attendance and participation in regular Managers’ meetings and quarterly review meetings with the Head of Policy and Public Affairs.
* Champion, encourage, and motivate colleagues in the ISPCC to engage with participatory practice initiatives, champion our strategic purpose in developing this vision and in so doing continue to further the aims of the ISPCC.

**Research based:**

* Regularly research, analyse and advise on the evidence base for gold standard in participatory practice, specifically as it relates to the strategic goals, objectives, and purpose of the ISPCC.
* Attune to and advise on new relevant developments regionally, nationally and internationally on participatory practice and ascertain key learnings that may be applied to the Irish context.
* Actively support the inclusion of children and young people’s voices and lived experiences in relevant public submissions, research proposals, and other documents as appropriate.

**Fundraising:**

* Work with the Head of Policy and Public Affairs and the Commercial Director to support applications for ongoing funding of children and young people’s participatory practice initiatives within the ISPCC·
* Ensure that any funding partner is kept up to date on progress being made where stipulated.

**Additional:**

* Where appropriate, to contribute to other ISPCC projects. Any other duties requested of the successful applicant by the ISPCC, this will include involvement in ISPCC campaigning and lobbying, training and research, public education, and fundraising.

**Key Skills & Qualifications:**

* A third level (level 8 minimum) qualification in social sciences or related field.
* A minimum **of five years’ experience**, of working directly with children and/or young people and/or families.
* Recognition and facilitation of a child’s right to participate in matters that affect them.
* A detailed understanding of the Lundy model of child participation and/or participatory practice as it pertains to children and young people, nationally and internationally, its challenges and its opportunities for bringing about meaningful change, at both the individual and collective levels.
* Expertise in developing methodologies for *giving children and young people a voice* in decision-making, including those who are considered vulnerable and seldom heard.
* Expertise in consulting with children and young people, including experience of facilitating groups of children and young people from various backgrounds with different levels of need.
* Experience in designing and delivering training to children and young people from various backgrounds with different levels of need.
* Experience of effective stakeholder engagement and strategic partnership working.
* A detailed understanding of the community, statutory and voluntary sectors.
* Expertise in project management and project management tools.
* Awareness of digital participation and collaboration technologies desirable.
* Candidates should have a **sound knowledge and understanding of GDPR, research and methods of evaluation** and can apply these to their areas of responsibility.

**Person Specification**

* Demonstrable commitment to ISPCC spirit values and behaviors of Courage, Openness Passion and Empathy (COPE) and the achievement of positive outcomes for children.
* Gravitas to be able to build strong relationships at senior levels and to be able to demonstrate excellent stakeholder management.
* Strong interpersonal and listening skills demonstrated by effectively working within or managing teams of multi-functional employees to achieve organisational goals.
* Highly motivated self-starter. Candidates must be self-motivated and can work on own initiative as well as work as part of a team.
* Experience of project management, development roll-out and delivery of projects to timelines.
* Flexibility to adapt to changing priorities within the organisation.
* Excellent client facing and internal communication skills.
* Solid organisational skills including attention to detail and multi-tasking skills.
* Candidates must be effective at time management, prioritisation and with the ability to oversee a number of projects at any given time.
* Digital and technology savvy with up-to-date awareness of what technologies children and young people’s access.

Applications from suitably qualified candidates to [recruitment@ispcc.ie](mailto:recruitment@ispcc.ie) before 29th of September. We will be screening internal candidates based on key skills and qualifications for this role.