



Job title: Involvement Adviser (Children and Young People)

Responsible to: Involvement and Equalities Team Manager

Principle Working Contacts

Involvement and Equalities Team Manager
Involvement Co-ordinators
Equalities Professional Adviser
The Promise Workstream Lead
Young Inspector Volunteers
Strategic Inspectors in Children and Young People
Inspectors in Children and Young People
People experiencing care
Quality Improvement Support team
Service Managers and colleagues of the Care Inspectorate
Service providers
National campaigning and support organisations for children and young people
Organisation undertaking tender

Job Purpose

To develop and contribute to the implementation of the Involvement Action Plan with a specific focus on involvement of children and young people in the work of the Care Inspectorate. This will be in line with the Care Inspectorate's Corporate Parenting Plan, The Promise Workstream and The United Nations Convention on the Rights of the Child (UNCRC) commitments.

Key Accountabilities

Support Involvement

- To support the research and benchmark with other relevant organisations to develop a strategy for involvement with children and young people
- To develop, drive and maintain the plan for involving children and young people in the organisation including proposals for the recruitment, training and support of young 'involved people'. This will involve the development of pathways to retain and develop Young Inspection Volunteers in their roles internally and externally

- To assist in the development and implementation of the Care Inspectorate's plan for involving all people who use care services and their carers in joint inspections of social work services
- Build relationships and networks with external support agencies for children and young people to strengthen involvement activities
- In conjunction with Involvement and Equalities team colleagues, develop and implement proposals for the involvement of people in the Care Inspectorate's work including scrutiny activities, corporate management, staff recruitment, staff training and development, project management and corporate intelligence
- Assist in the development and implementation of policies and procedures to support the involvement of young people within the Care Inspectorate
Assist with the recruitment, selection and development of involved people as appropriate
- Assist in the training of Care Inspectorate employees in relation Corporate Parenting responsibilities
- Give advice and information to members of the public, service providers and other agencies relating to involvement activities within the Care Inspectorate
- Prepare reports and written guidance on matters related to the development of the involvement of young people who use social care and social work services and their carers for internal and external use
- Arrange and contribute to/facilitate events – seminars, workshops, information/development sessions, input to conferences as required, both internally and externally

Relationship Management

- This post will involve supporting Young Inspection Volunteers to access external resources available to them if they require support
- Develop effective working relationships with colleagues
- Portray a positive image of the Care Inspectorate when communicating both internally and externally
- Work with external agencies and national stakeholders

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.

The title and line management responsibilities of this post will be subject to review in line with the ongoing development of the work of the Care Inspectorate and in particular, the work of the Involvement and Equalities team.