

Job Description

Directorate:	Children Education and Skills		
Division:	Children and Families Strategy Unit		
Post Title:	Voice and Influence Officer A4801		
Evaluation:	476 Points	Grade:	N6
Responsible to:	Child Friendly Newcastle Lead		
Responsible for:	N/A		
Job Purpose:	to work with children and young people to develop mechanisms and projects so that their voices are heard and influence change.		

Main Duties: the following is typical of the duties the postholder will be expected to perform. Other duties of a similar nature and level may be required from time to time.

1. To lead direct work with children and young people as part of the Voice and Influence work programme.
2. To work with staff in Children, Education and Skills to promote the involvement and influence of children and young people in decisions about their City and their lives.
3. To build effective relationships with partners that promote the involvement and influence of children and young people in decisions about their City and their lives.
4. To work with children and young people to creatively report progress to council and partner groups as required.
5. To support the Child Friendly Newcastle Lead to build the Child Friendly Newcastle initiative as required.
6. To manage any allocated financial resources as required.
7. To support the Child Friendly Newcastle Lead to plan and deliver events.
8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.