

Children's Law Centre

# CANDIDATE INFORMATION PACK

YOUTH PARTICIPATION  
AND ADVOCACY  
WORKER



[childrenslawcentre.org.uk](http://childrenslawcentre.org.uk)

children's law centre



# Children's Rights Change Children's Lives

With thanks to:



# Dear Candidate

**Thank you for your interest in the Youth Participation and Advocacy Worker role at the Children's Law Centre (CLC), funded by The National Lottery's Community Fund.**

Every year, thousands of children, their parents or carers and families benefit from our direct help to access services, and many more through our efforts to influence strategic change. We are proud of what we achieve in developing and supporting children to claim their rights under the aegis of the United Nations Convention on the Rights of the Child (UNCRC).

We continue to grow, building on our excellent track record of influencing decision makers in the best interests of children who have been denied services to which they are entitled under equality and human rights legislation.

With support from The National Lottery we are delighted to once again be offering the opportunity for a Youth Participation and Advocacy Worker to join our team to develop, coordinate and support the participation and advocacy work of CLC's youth advisory panel, Youth@CLC, and raise awareness in children's rights issues with other groups of young people by promoting engagement including through digital platforms.

Youth@CLC first formed in 1998 shortly after the charity was set up and has played an important role in our work ever since, participating in organisational planning, providing input into our consultation processes, highlighting issues that are affecting children and young people, and assisting with research work and the development of the young people's reporting to the United Nations Committee on the Rights of the Child.

Youth@CLC are a group of 15-20 young people aged between 14-17. We provide Youth@CLC with rights and capacity training and facilitate at least eight meetings every year where they can share experiences,



raise issues and agree topics for further development. Maintaining Youth@CLC also requires annual recruitment as young people age out from the group. We are seeking to extend our reach with other young people's groups and organisations, including schools. We will also be co-designing new rights based resources and using digital technology that will further support young people and their knowledge about rights.

The successful candidate will need to have a recognised youth work qualification at Level 4 and at least two years' experience of supporting young people to engage in participation and youth advocacy work. Or a recognised youth work qualification to Level 3 and at least four years' experience.

The successful candidate will join our Operations Team, working alongside an established staff team who are committed to children being able to exercise their rights and access services and support to which they are entitled.

If you are passionate about children's rights and supporting young people to access those rights, then please consider applying for this role.

Good luck and we look forward to hearing from you.

A handwritten signature in black ink that reads "Paddy Kelly". The signature is written in a cursive style and is positioned above a horizontal line.

**Paddy Kelly**  
Director

# Vision Mission Values

## Vision

Children's rights are guaranteed without discrimination.

## Mission

Ensuring children's rights are respected, realised and vindicated through participation, partnership and representation.

## Values

- We are child centred
- We have integrity
- We are accountable
- We are rights based
- We are independent
- We promote equality



## Who We Are



**At CLC we have always believed that children's rights change children's lives.**

Founded on the principles laid down in the UNCRC, we were established in 1997 to provide legal advice to children and young people. We have since developed into the leading children's rights charity in Northern Ireland, helping thousands of children vindicate their rights each year, ensuring their access to services and equality of treatment.

We provide access to free legal information through the REE chatbot on our website. For those who need more support and legal advice they can contact our freephone advice line for children and young people, CHALKY, and speak directly to an adviser. Our advice line has helped and supported

**We were instrumental in the implementation of key aspects of the UNCRC, such as the introduction of the NI Commissioner for Children and Young People in 2003**

thousands of children and young people since its launch in 2000. For many adults who contact us on behalf of their children via our advice line we may also provide advocacy on behalf of their children in dealing with duty holders to ensure they have the access to services to which they are entitled. In a small number of cases, where no positive responses are forthcoming, CLC will represent the interests of a child in litigation.

CLC offers legal advice to all children in Northern Ireland including the most disadvantaged, e.g. children with disabilities, special educational needs, mental ill health, those experiencing homelessness and newcomer children living in contingency or dispersal accommodation and unable to access services.

CLC leads the NI voluntary and community sector through the UNCRC reporting process, having submitted the most recent NGO stakeholder report in 2022. The Concluding Observations from this process were significant and included a recommendation that the NI Secretary of State withdraw the composite 2023-24 budget issued in the absence of the NI Assembly as they believed children and young people in Northern

Ireland would be disproportionately impacted by the cuts to services.

We were instrumental in the implementation of key aspects of the UNCRC, such as the establishment of the NI Commissioner for Children and Young People in 2003. We have also been at the heart of key domestic achievements around children's rights, including the Children's Services Co-operation Act (Northern Ireland) 2015. More recently, CLC has led the way in protecting children and young people's rights during COVID-19, securing a vulnerable child action plan to ensure decisions do not adversely impact on vulnerable children and young people.

**Our belief that children's rights change children's lives continues to be the force that drives our work forward**

CLC continues to grow as a leading children's rights organisation. Work continues on a broad range of children's rights issues. Our belief that children's rights change children's lives continues to be the force that drives our work forward.



# What We Do

**The Children's Law Centre is a unique charitable organisation in Northern Ireland. Guided by our youth panel, we work to create a society where all children and young people can access services and opportunities to enjoy their childhood and realise their full potential.**

## Youth@CLC

Our youth advisory panel, Youth@CLC, is a group of young people aged between 14 – 17 who campaign on the key issues affecting their lives. They seek to influence decision makers, raise awareness of children's rights and guide the work of CLC. They are supported by a Youth Participation and Advocacy Worker.

Their work has included the co-design and development of the REE Rights Responder chatbot, and most recently the development of a new strand for the chatbot focused on education and disability which will launch in autumn 2024.

Youth@CLC undertook considerable work in the development of the Rights Here, Right Now children and young people's report which formed part of the NI NGO Report submissions to the United Nations Committee on the Rights of the Child at the end of 2022. Young people from Youth@CLC attended Committee hearings in February

and May 2023 and when the Committee published its Concluding Observations report in June 2023, they concurred with many of the issues and concerns raised through our work. The Rights Here, Right Now, and Concluding Observations reports will underpin the work of Youth@CLC in the next three years.

## Legal Services

We provide a free legal information and advice service and legal representation for children and young people. We work to ensure that duty bearers recognise children as rights holders with the right to express their views and have them considered as part of the legal process.

We strive to ensure that when decisions are being made:

- The decision is UNCRC and child's rights compliant.
- The voice of the child is always heard.
- The child's best interests are at the heart of decision making.
- All children have equality of access to their legal rights, regardless of their age, background or circumstance.



We run a freephone legal advice line called CHALKY, providing advice for thousands of young people each year. We also provide accessible legal information for children and young people through REE Rights Responder and our Child Law Hub.

We provide free legal representation, particularly at SENDIST and Mental Health Review Tribunals, and undertake strategic litigation.

### Policy and Public Affairs

Through our policy, research and advocacy work we seek to influence and inform decision makers. We work to ensure that government is reminded of its international obligations including under the UNCRC when drafting policy and legislation. CLC also leads the NI NGO stakeholder engagement with the UNCRC through the UK reporting process. Through our casework we identify key issues impacting on children and propose evidence based solutions, underpinned by the children's rights framework. Supported by our team of legal experts, we provide analysis of law, policy and practice.

Through our policy and public affairs work

CLC engages with a range of young people, parents, individuals, organisations, trusts, departments and independent bodies, the NI Executive and Assembly, the UK and Irish governments, the European Union and the UN Committee on the Rights of the Child.

### Training and Engagement

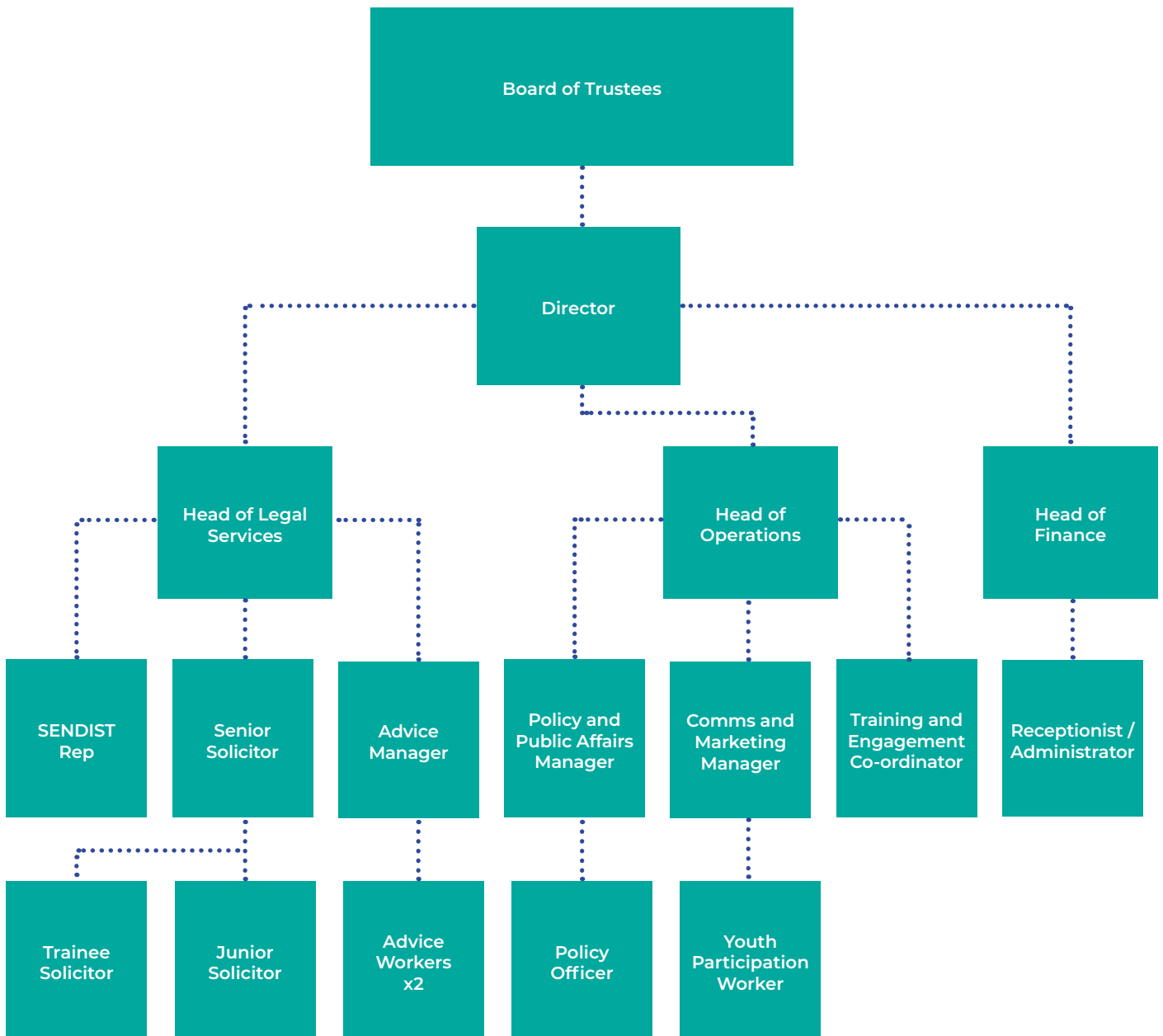
Providing training and learning is one of the best ways in which we can inform children and young people, their parents and carers of their rights. We also provide a range of tailored programmes to professionals in the children's sector and to the wider voluntary and community sector, to duty bearers in government departments and to the legal profession. Topics include mental health capacity, special educational needs and disability, Article 21 – Children's (NI) Order 1995 and the UNCRC. These can be tailored to suit each audience.

CLC has a small membership - mainly individuals and organisations working in the children's services and rights field. This is an audience that we are keen to engage with more closely and have plans to expand on this in the near future.





# How We Are Organised



Youth@CLC

# Job Description

<b>Post:</b>	Youth Participation and Advocacy Worker
<b>Location:</b>	Children's Law Centre, Rights House, 127-131 Ormeau Road, Belfast, BT7 1SH
<b>Reports to:</b>	Digital, Communications and Marketing Manager
<b>Salary:</b>	£28,282 - £29,269 (+ 7% employer's contribution to Pension)
<b>Hours:</b>	35 hours per week
<b>Leave:</b>	Commencing 25 days + 12 statutory days
<b>Probation:</b>	6 months

## Objectives of the Role

As a key part of the Rights Here, Right Now project, the post holder will develop, co-ordinate and support the youth participation and advocacy work of the Children's Law Centre (CLC), helping reach 5,000 young people per year. The Youth Participation and Advocacy Worker will focus on supporting and developing CLC's youth advisory panel Youth@CLC, engage with schools and external youth groups, and assist in amplifying the voice and influence of children and young people, including through their peer research and direct policy and public affairs engagement.

## Key Duties and Responsibilities

### Youth@CLC

- Recruit, retain and maintain CLC's panel of youth peer advocates annually.
- Help provide rights training, capacity building and support for Youth@CLC members, growing their skills and confidence, and empowering them to advocate for their peers.
- Grow and develop Youth@CLC structures.
- Support Youth@CLC to identify and raise awareness of issues that impact on young people's lives.
- Support Youth@CLC in researching, writing and submitting evidence directly to decision makers.

- Support Youth@CLC to inform CLC's consultation processes.
- Support Youth@CLC in their engagement with decision makers.
- Support Youth@CLC to inform CLC's work including its strategic and operational planning.

### Youth Friendly Digital Information

- Assist in the development of accessible, youth friendly information for children and young people through the CLC Child Law Hub and REE Rights Responder.
- Assist in developing digital resources on children's rights.
- Assist Youth@CLC in identifying and developing child friendly resources, including videos, podcasts and blogs.
- Working alongside the Communications and Marketing Manager, assist in producing youth friendly digital communications to reach more young people.

### Youth Participation

- Develop outreach and training opportunities for external groups of children and young people to increase their awareness of children's rights and empower them to become peer educators.
- Expand the network of youth

- organisations CLC works with.
- Work with schools to raise awareness of children's rights.
- Assist in the delivery of the Rights Here, Right Now project.

### Other Duties

- Working alongside the CLC Policy and Public Affairs team and Youth@CLC, annually review and evaluate implementation of the UN Committee on the Rights of the Child's Concluding Observations.
- Work collegiately with colleagues in the Operations Team and more widely across CLC.
- Maintain up to date records of all youth participation and advocacy activity, including meetings, engagement with external organisations and Youth@CLC expenses and undertake necessary administrative tasks for the role.
- Contribute to the overall operation, advancement and strategic development of the CLC, in accordance with organisational aims and objectives.
- Work in compliance with all CLC's policies and practice with particular regard to safeguarding, confidentiality, data privacy, non-discriminatory work practices and health and safety.

### Vetting

As this post will involve contact with children and young people the successful applicant will be subject to an enhanced Access NI check.



# Person Specification

Criteria	Essential	Desired
<b>Experience and Qualifications</b>		
A recognised youth work qualification at Level 4 and at least 2 years' experience of supporting young people to engage in participation and youth advocacy work <b>or</b> A recognised youth work qualification to Level 3 and at least 4 years experience of supporting young people to engage in participation and youth advocacy work	X	
Experience designing and facilitating workshops and focus groups for research purposes with young people	X	
Experience in using social media platforms to promote a message and/or engage with children and young people	X	
Experience of supporting children and young people to participate in decision making	X	
Experience of engaging and working with diverse groups of young people	X	
Experience of supporting young people to engage in youth advocacy		X
Experience in developing resources to support learning for children and young people	X	
Experience of working with marginalised or hard to reach young people		X
Experience in group facilitation or training or equivalent	X	
Experience in and knowledge of application of MS Word, Excel, PowerPoint and Outlook	X	
<b>Knowledge</b>		
Knowledge of current children's rights issues	X	
Knowledge of the UNCRC		X
Knowledge of safeguarding principles and processes	X	
Knowledge of rights compliant participation frameworks		X

# Person Specification

Knowledge of the children's rights sector		X
<b>Ability / Aptitude / Skills</b>		
Ability to communicate effectively with young people	X	
Ability to motivate young people to engage in youth campaign work	X	
Ability to advocate on behalf of young people	X	
Ability to work as part of a team and on your own initiative	X	
Excellent planning, time management and organisational skills	X	
Ability to self-organise and work to deadlines	X	
Ability to engage with a wide variety of audiences	X	
Excellent written and oral communication skills	X	
Willingness to travel as required to carry out duties of the post	X	
Willingness from time to time to work outside normal working hours	X	
<b>Ethos</b>		
Commitment to the ethos of the Children's Law Centre	X	
A commitment to children's rights	X	
A commitment to the principle of equal opportunities	X	
A commitment to children's participation	X	

This job description is intended to provide an overview of the core responsibilities of the post. It is not intended to be an exhaustive list of every activity the post holder does. Job descriptions can be subject to reasonable change as the role evolves without fundamentally changing terms and conditions. The Children's Law Centre reserves the right to change and amend specific duties or tasks within reason and to ask post holders to carry out other reasonable duties as and when required to do so.

# Rights Here, Right Now

In March 2022, the Children's Law Centre's youth advisory panel, Youth@CLC, launched a project to collect and report on the experiences of children and young people in Northern Ireland. This included the launch of a survey and a series of workshops with marginalised children and young people.

This research formed the basis of a report titled Rights Here, Right Now: Northern Ireland Children and Young People Report that was submitted to the United Nations Committee on the Rights of the Child in December 2022 as part of the UK reporting process. The report influenced the resulting Concluding Observations, published by the CRC Committee in June 2023.

CLC's new Rights Here, Right Now project seeks to build on the legacy of this work by helping children and young people advocate for their rights and obligations as laid out in the UN Convention on the Rights of the Child, as well as the recommendations contained in the Concluding Observations.

The project is funded by The National Lottery's Community Fund.

## Resources

- [Rights Here Right Now - Northern Ireland Children and Young People Report - Dec 2022](#)
- [Rights Here Right Now - Summary for Children and Young People - Jan 2023](#)
- [Concluding Observations - Children and Young People Summary - Aug 2023](#)

## Videos

- [Imagine](#)
- [Rights Here, Right Now](#)
- [I want them to know my name](#)

## How to Apply

A copy of the application form can be downloaded at <https://childrenslawcentre.org.uk/work-with-us/>

To apply applicants should complete an application form and return to Children's Law Centre by 1pm on Monday 23rd September 2024.

It is anticipated interviews will take place in person week commencing 30th September 2024.

**Complete application forms should be emailed to:**

[reception@childrenslawcentre.org](mailto:reception@childrenslawcentre.org)



# Children's Law Centre

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**CHALKY Freephone Advice Line:**  
0808 808 5678  
[chalky@childrenslawcentre.org](mailto:chalky@childrenslawcentre.org)

**REE Rights Responder**  
#Ask REE at [reerights.com](http://reerights.com)

The Children's Law Centre is a charity and can accept donations to support our work.

If you are a UK taxpayer, Gift Aid your donation and we can claim back an extra 25p from your taxes for every £1 you donate. Donate securely online at [www.cafonline.org](http://www.cafonline.org) by selecting Children's Law Centre under 'find a charity' or send your donation directly to Children's Law Centre.

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