



Job Title	Co-Production and Participation Lead
Directorate	Children and Young Persons Services
Responsible to	Lived Experience Manager
Location	Medway Office, with travel across Medway and North Kent
Hours	37 hours per week
Salary	£30,935.25
Contract	Permanent

Purpose of Role

The Co-production and Participation Lead will coordinate the development and delivery of meaningful participation and co-production activity across North Kent Mind's Children and Young People's Services and the Medway Therapeutic Alliance (MTA).

The postholder will ensure that the voices, experiences and insights of children, young people, parents, carers and families are embedded throughout service design, delivery, evaluation and continuous improvement. They will work to ensure lived experience is a golden thread across CYP services and the wider alliance, influencing decision-making at operational, strategic and system levels.

Working within North Kent Mind's Co-production and Participation Strategy and framework, the postholder will coordinate participation activity across MTA partner organisations, build capacity for meaningful co-production, and ensure robust evidence is collected to demonstrate impact against contract requirements, quality standards and agreed participation outcomes.

The role will support the development of a culture where children, young people and families are recognised as equal partners in shaping services, improving outcomes and influencing future provision and ensure robust evidence and insight are collected to demonstrate impact against contract requirements, quality standards and agreed participation outcomes.

Key Responsibilities

Co-production and Participation Leadership

- Lead the planning, coordination and delivery of co-production and participation activity across North Kent Mind CYP Services and MTA partner organisations, aligned with organisational priorities and contract requirements.
- Ensure children, young people, parents, carers and families have meaningful opportunities to influence service design, delivery, evaluation, governance and continuous improvement.
- Develop and maintain a range of participation opportunities, including co-production panels, advisory groups, focus groups, consultations, creative engagement activities, service reviews, recruitment processes and governance forums.
- Recruit, support and engage a diverse range of children, young people and families, ensuring the inclusion of underrepresented and seldom-heard groups.
- Promote inclusive, accessible and trauma-informed participation practices that remove barriers to involvement.
- Support children and young people to build confidence, skills and leadership through training, mentoring, feedback and recognition, and help create pathways into volunteering, training and employment opportunities where appropriate.
- Embed a robust "You Said, We Did" approach, ensuring contributors understand how their involvement has influenced decisions, developments and outcomes, and that evidence of impact is captured and reported.
- Provide guidance and support to colleagues and partner organisations to build confidence, skills and consistency in co-production practice.

Medway Therapeutic Alliance Coordination

- Act as the lead contact for co-production and participation across the MTA, building effective relationships with participation leads, operational managers and partner organisations.
- Convene and facilitate participation networks, forums and collaborative opportunities across the alliance, ensuring learning and outcomes are shared across partner organisations.
- Promote consistent and meaningful co-production approaches across partner organisations, sharing learning and good practice.
- Identify themes, trends and emerging issues from participation activity and ensure these inform service development, quality improvement, strategic planning and contract delivery.
- Support children, young people and families to contribute to governance, quality assurance, recruitment, service reviews, commissioning, procurement and service development initiatives.
- Champion the use of lived experience as a key driver of decision-making, service improvement and positive outcomes across CYP services and the MTA.
- Produce reports, case studies and impact evidence demonstrating the contribution of co-production and participation activity across the MTA.

- Coordinate and support the continued development of the MTA Coproduction Panel and Coproduction Board, ensuring they provide meaningful routes for lived experience to influence Alliance decision-making.

Service Development, Quality Improvement and Influence

- Embed lived experience and participation within service development, evaluation and quality improvement activity.
- Lead or coordinate participation workstreams within agreed service-development, transformation and quality-improvement projects.
- Support CYP representation within governance, recruitment, service reviews and strategic development.
- Ensure participation findings are translated into tangible service improvements.
- Work collaboratively with operational, clinical and senior leadership teams, as well as partner organisations, to influence decision-making.
- Champion a culture of co-production throughout CYP services and the wider alliance.

Monitoring, Impact and Contract Reporting

- Maintain accurate records of participation activity, outcomes, impact and demographic information in line with organisational and contractual requirements.
- Collect, analyse and report participation and co-production evidence, including case studies, outcome measures, impact reports and "You Said, We Did" examples.
- Coordinate evidence gathering and performance monitoring against MTA participation and lived experience KPIs and other contract requirements.
- Produce impact reports and contribute to commissioner reports, audits, inspections, funding applications and service reviews.
- Monitor participation activity against equality, diversity and inclusion objectives.
- Ensure all participation activity is delivered safely and in accordance with safeguarding, consent, confidentiality and involvement policies.
- Undertake risk assessments and ensure appropriate preparation, support and debriefing for participants.
- Coordinate involvement payments and expenses in line with organisational procedures.

Professional Practice

- Use supervision, reflection and feedback to support learning and continuous improvement.
- Maintain professional standards in line with organisational policies

- Keep knowledge and practice up to date in relation to safeguarding, participation and co-production, children's mental health and emerging best practice.
- Promote equality, diversity and inclusion in all aspects of work.
- Demonstrate North Kent Mind's values in all interactions with children, young people, families and colleagues.

General Responsibilities

The post holder is required to:

- Comply with all organisational policies and procedures, including Safeguarding, GDPR, Confidentiality, Equality, Diversity and Inclusion, and Health and Safety.
- Actively promote a safe environment for service users, staff, and others, identifying and responding appropriately to safeguarding concerns involving both adults and children.
- Attend and complete all mandatory training relevant to the role, including safeguarding.
- Maintain appropriate professional boundaries and confidentiality in all aspects of the role.
- Contribute to a positive, inclusive, and professional working environment.
- Participate in supervision, appraisal, and continuous professional development.
- Deliver services in a way that is inclusive, accessible, and responsive to the diverse needs of individuals, including those with disabilities and neurodiverse conditions.
- Demonstrate behaviours aligned with North Kent Mind's organisational values in all interactions with service users, colleagues, and partners.
- Undertake any other duties reasonably required by the organisation, commensurate with the level of the role.
- Maintain accurate and timely records using organisational systems and databases.

Additional Requirements

- The role requires regular travel to a range of community venues and partner locations across North Kent and Medway.
- The post holder must be able to work flexibly, including some evenings and occasional weekends, in line with service needs.
- The post holder may be required to support delivery across different service locations as required.

Working Environment

The role is community-based and involves working across a range of locations throughout Medway, including North Kent Mind premises, educational settings, community venues and partner locations, as required by service need.

The post holder will be required to travel regularly across the locality and deliver support in a variety of environments, working flexibly to meet the needs of children, young people and families.

The role requires the ability to work independently whilst maintaining regular communication with supervisors, colleagues and partner organisations. Appropriate support, supervision and resources will be provided to enable safe and effective practice.

The post holder may be required to work occasionally outside normal office hours in line with service requirements.

Person Specification

Category	Criteria	Essential	Desirable
Education, Qualifications and Training	Relevant experience in participation, co-production, youth engagement, community development, mental health, social care, education or a related field.	✓	
	Relevant qualification or equivalent experience in youth work, participation, co-production, engagement, mental health, social care, education or safeguarding.	✓	
Knowledge	Understanding of co-production, participation and children and young people's voice.	✓	
	Understanding of safeguarding, equality, diversity and inclusion.	✓	
	Understanding of trauma-informed and strengths-based practice.	✓	
	Knowledge of CYP mental health services and local systems.		✓
Experience	Experience of planning and delivering participation, engagement or co-production activities with children and young people.	✓	
	Experience of facilitating groups, workshops, consultations or forums.	✓	
	Experience of working collaboratively across organisations or within a partnership environment.	✓	
	Experience of engaging underrepresented or seldom-heard groups.	✓	
	Experience of collecting, analysing and using feedback to improve services.	✓	
	Experience of supporting service development, quality improvement or contract reporting.	✓	
	Excellent communication, facilitation and relationship-building skills.	✓	
Skills and Abilities	Ability to analyse information and present findings clearly for different audiences.	✓	
	Strong organisational skills, with the ability to manage competing priorities.	✓	
	Ability to influence decision-making and support positive change through lived experience and feedback.	✓	
	Competent IT skills, including Microsoft Office and digital engagement tools.	✓	
	Commitment to co-production, participation and improving outcomes for children and young people.	✓	
Personal Attributes	Commitment to equality, diversity and inclusion.	✓	
	Ability to work independently, maintain professional boundaries and act with integrity.	✓	
	Personal lived experience of mental health challenges, caring responsibilities or accessing support services.		✓

Additional Requirements	Enhanced DBS with Children's Barred List check.		
	Ability to travel across Medway and North Kent and work occasional evenings or weekends where appropriate.		
	Full UK driving licence and access to a vehicle.		