

CHILDREN'S VOICES PROGRAMME MANAGER (ADOPTION COVER)

Job Description/Person Specification

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Hours: 35 hours per week

Salary: £31,414

Location: This is a Scotland wide post with an administrative/office base at the Children's Parliament HQ in Edinburgh.

Duration: This post is to cover the period of adoption leave granted to the current post holder. The post is time limited to 9 months, with the possibility of extension to 12 months.

Application Process

Applicants must use the designated application form. Informal enquiries are welcome; please email Rona Blackwood, Head of Programmes with any questions: rona@childrensparliament.org.uk

Shortlisted candidates will be invited to meet informally (in person or electronically if required) with Rona Blackwood, to discuss the work which the post holder will undertake.

Applications must be submitted by email before the deadline: **12 noon, Wednesday 16th January 2019.**

Interviews will take place on Monday 28th January 2019. Interview slots will be negotiated with shortlisted applicants and will take place in Edinburgh. The interview process includes a panel interview and a session with children, so candidates need to be available on the morning of Monday 28th January as well as for their 45-minute interview later in the day.

Children's Parliament is an equal opportunities employer.

About Children's Parliament

Children's Parliament is Scotland's Centre of Excellence for children's participation and engagement. Through our projects, programmes and consultations we work with children, the adults who love and care for them, and the wider communities in which they live.

We work across the domains of home, school and community. Our purpose is to promote understanding of, and commitment to, implementation of the rights of the child. We do this by helping children and adults to learn that rights-based relationships are built on the core idea of human dignity alongside empathy, kindness and trust.

We emphasise that the needs and rights of children are distinct from young people or adults and we remind every individual citizen and public body that children's rights are human rights.

The Children's Parliament is part of a wider network of organisations providing for the fulfilment of children's human rights. We aim to seek, build and maintain relevant partnerships in order to achieve our shared goal of improving outcomes for Scotland's children.

Children's Parliament has two main strands of work:

- *Children's Voices Programme* – this strand consists of short to medium term consultations, projects and events of national significance, aiming to embed the views, experiences and ideas of children into decision making around policy, practice and legislation in Scotland. These projects and consultations are mainly commissioned by Scottish Government and other public bodies, but some are occasionally developed internally and funded through grants and foundations.
- *Community/Regional Programmes* – this strand consists of long-term, locality-based programmes that are delivered in partnership with local authorities. These programmes aim to embed a children's rights approach to service delivery, development and review to improve children's outcomes. We are currently working in partnership with four local authorities: City of Edinburgh, East Lothian, Fife and Aberdeen City.

For more about Children's Parliament visit www.childrensparliament.org.uk

About the post

The Children's Voices Programme Manager is a critical role responsible for the management, development, delivery and reporting of the range of consultations, projects and events that fall within the national children's voices strand of Children's Parliament work.

Examples of recent work includes:

- 'The Weight on Our Shoulders' - a consultation on child poverty commissioned by Scottish Government (<https://www.childrensparliament.org.uk/our-work/past-work/child-poverty/>)
- Age of Criminal Responsibility – a two-part consultation exploring children's views on the age of criminal responsibility feeding into the current Bill (<https://www.childrensparliament.org.uk/our-work/past-work/crim-resp/>)
- Dunkeld & Birnam Billboards – a mural project exploring children's ideas for the future of their community alongside the development of the A9 (<https://www.childrensparliament.org.uk/our-work/dunkeld-birnam/>)
- 2018 National Sitting – our annual event that brings together Members of Children's Parliament and adult decision makers to have conversations around specific themes/issues <https://www.childrensparliament.org.uk/our-work/childrens-parliament-national-sitting-2018/>

Key tasks

- To lead the Children's Voices programme of work within the organisational strategy, making decisions on what work to take on to further children's rights in Scotland and to ensure learning from the programme is disseminated and acted upon by key decision-makers and influencers
- To play a key role in Children's Parliament's Management Team, supporting the wider development and success of the organisation
- To have operational management responsibility for all aspects of the Children's Voices Programme including the line management of staff (currently one Project Worker post), sessional workers, interns and students
- To manage and lead on the 2019 National Sitting and other national and international events and conferences related to the Children's Voices Programme
- To work as part of a team, and to ensure a close liaison with Co-Directors and Head of Programmes, keeping them abreast of delivery, developments and challenges
- To be involved in the direct delivery of aspects of the Children's Voices Programmes. This will include face-to-face work with children and training/continual professional development with adults

- To oversee the robust analysis of children's work, data and resources to accurately reflect the experiences of children and to use this effectively so children are influencing policy, practice and legislation
- To ensure effective monitoring and evaluation systems are in place, managed and used for reflection and reporting to meet the reporting requirements of the commissioning body/funder
- Responsibility for the Children's Voices budget(s) which requires a full understanding of programme finances and delivery within these parameters
- To develop positive and effective relationships with colleagues across settings in which the Children's Voices Programmes are delivered; ensuring colleagues across relevant agencies understand our purpose, approaches and work programme
- To build positive and effective relationships and communicate with Programme partners at a strategic level
- To ensure that Children's Voices Programmes communications are up-to-date and disseminated via the Children's Parliament website, social media and press/media (where appropriate and relevant)
- To recognise and create new opportunities for Children's Parliament's Children's Voices Programme stream of work, securing funding and partnership agreements in line with the organisational strategy

In order to deliver this challenging job, the post holder must:

- Work within the values of Children's Parliament
- Work efficiently and to deadlines
- Be highly organised with the ability to work independently
- Communicate confidently and to varied audiences
- Be reflective, responsive and flexible
- See (and care about) the detail
- Maintain an overview of the programme and how it fits into the organisational strategy
- Work occasional irregular hours or over-nights away from home.

We are looking for someone with in depth **knowledge** of:

- Children's human rights, the UN Convention on the Rights of the Child and other human rights instruments
- Current national discussions relating to child rights and development, for example Adverse Childhood Experiences, the Care Review, child poverty, etc.
- Relevant NGOs and public bodies in Scotland
- Relevant policy and legislative frameworks, for example the Scottish Government National Performance Framework, Curriculum for Excellence, Getting It Right for Every Child and other key national policy initiatives

We are looking for someone with **experience** of:

- The management of a strategic portfolio of engagement programmes with children, including the ability to develop and deliver projects
- Working alongside children (children engage with CP from early years, through primary school, up to the age of 14) as equals, respecting their rights and views, and encouraging their meaningful participation
- Managing others
- Setting and managing project budgets
- Collating and analysing creative outputs in a range of media
- Writing and publishing influential project reports
- Building relationships and representing the organisation at a strategic level

We are looking for someone with **skills** including:

- Self-motivation
- Programme management including excellent time and organisational skills
- Strong communication skills including public speaking
- Management of monitoring and evaluation systems
- Effective use of IT systems and social media
- Imagination and creativity to develop creative approaches to work with children
- Facilitating groups (of children and adults)
- Full driving licence is essential.

A professional qualification in Community Education, Health, Social Work, Teaching, Pedagogical studies aligned with human rights or an ability to demonstrate extensive relevant experience is essential.

Support and Supervision: Support and supervision will be provided by Children's Parliament Head of Programmes Rona Blackwood

Child Protection/Other policies and practices: Successful candidates will be required to comply with Disclosure Scotland PVG processes. More generally, Children's Parliament is committed to fair and transparent working practices. The post holder will be expected to adhere to the policies and practices outlined in the organisation's policy documents.