



CHILDREN'S VOICES PROJECT WORKER

Job Description/Person Specification

Summerhall
Edinburgh EH9 1PL

T: 0131 558 9030
E: info@childrensparliament.org.uk
W: www.childrensparliament.org.uk

Hours: 35 hours per week

Salary: £25,578

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

Duration: The post is time limited to 6 months, with the possibility of extension.

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 Tuesday 29th 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 Tuesday 29th 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 strategic long-term, locality-based programmes of work that are delivered in partnership with local authorities. These programmes aim to embed a children's human 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 information about Children's Parliament visit www.childrensparliament.org.uk

About the post

The Children's Voices Project Worker is responsible for the 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 design, deliver and record a portfolio of consultations, projects and events which embed the views, experiences and ideas of children into decision making in policy, practice and legislation
- To deliver projects and consultations within agreed time frames and budget
- To meaningfully and ethically analyse quantitative and qualitative data and materials which have been gained through creative processes with children (including written, drawn and spoken) which is true to the participating children and relevant to the policy/practice context of the commissioning body
- To undertake the logistical organisation of projects and consultations including consent, materials, transport, and liaison with schools, families and partner organisations
- To build positive and effective relationships with Children's Parliament staff and external professionals and partners

- To provide content from projects and consultations for various media including Children's Parliament website and for social media

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 as required
- Communicate confidently to varied audiences
- Write clearly and concisely
- Be reflective, responsive and flexible
- See (and care about) the detail
- Maintain an overview of the current consultations, projects and events
- Work occasional irregular hours or over-nights away from home.

We are looking for someone with general **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 children's human rights and development including Adverse Childhood Experiences, the Care Review, child poverty, etc.
- Relevant policy and legislative frameworks including 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:

- Developing and delivering programmes for children's participation and engagement
- Working alongside children (children engage with Children's Parliament from early years, through primary school, up to the age of 14) as equals, respecting their rights and views, and encouraging their meaningful participation
- Working as part of a collaborative team
- Delivering projects to deadlines and within budget
- Collating and analysing qualitative and quantitative data and creative outputs in a range of media
- Drafting external project reports
- Building relationships and representing the organisation

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

- Self-motivation

- Time and task management with strong organisation and administrative skills
- Monitoring and evaluation methods
- Effective use of IT systems and social media
- Ability to build strong internal and external relationships to deliver outcomes
- Imagination and creativity to develop creative approaches to work with children
- Facilitating groups (of children and adults)
- Full driving licence is preferred

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 Children's Voices Programme Manager

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.