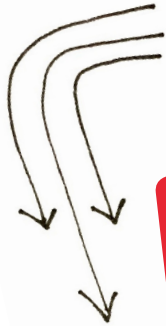


The Children & Young People's Commissioner Scotland is recruiting for the position of:

Communications and Participation Officer – Grade 4
Starting salary £32,709
37 hours per week
Based in Edinburgh with travel across the country

The responsibilities and powers of the Children and Young People's Commissioner are set out in the Commissioner for Children and Young People (Scotland) Act 2003. The Commissioner is appointed by the Queen on the recommendation of the Scottish Parliament and is entirely independent of the Scottish Government.



All applications are welcomed and must be submitted before closing on at midday on 22nd March 2019.

Interviews will take place on 8th or 9th of April 2019.



Children & Young People's Commissioner Scotland

Bridgeside House,
99 McDonald Road,
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Phone: 0131 346 5350

Website: www.cypcs.org.uk

Facebook: www.facebook.com/cypcs

Instagram: @cypcs

Twitter: twitter.com/cypcs

Youtube: www.youtube.com/user/RightsSCCYP/

* Candidates with care experience, or with a disability, who satisfy the essential basic criteria for the post will be invited for interview



Are you passionate about children's human rights? Do you want to use communications skills and your experience of meaningful engagement with children to build partnerships that make a real impact? Then we want you to join us as Communications and Participation Officer working to promote and safeguard the rights of children and young people in Scotland.

This role is about influencing meaningful change with key stakeholders, supporting us to work directly with children and young people. You will be raising awareness of rights so that we can successfully develop a culture of children's human rights in Scotland.

We are a dedicated team who bring a variety of skills and talents to influence and drive progress within children's human rights. We work to our shared values of bravery, independence, leadership, participation and respect so that we can be the fierce champions of rights that children and young people need us to be.

You'll bring your energy, ideas and sound judgement to communicating of children's human rights with a wide range of audiences. You'll have strong experience in media relations and effective storytelling that respects the views and experiences of children and young people. You'll understand how to engage with children and young people by putting together creative and innovative projects which empower them to influence change.

Applications are now sought for the following position:

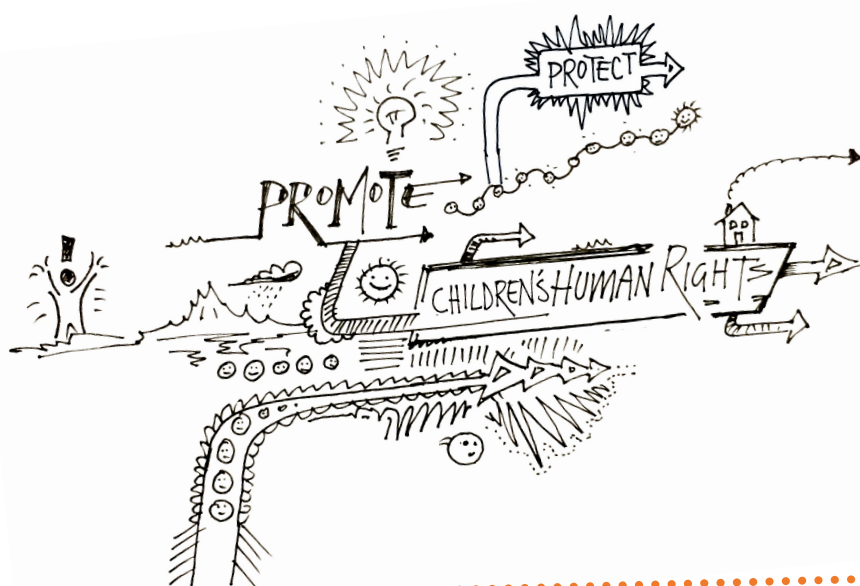
Job Title: Communications and Participation Officer

Grade: 4

Reporting to: Head of Communications

Location: Edinburgh





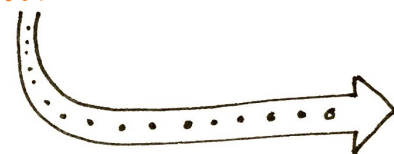
BACKGROUND

In 2003 the Scottish Parliament wanted to "make a real difference by creating an independent, high-profile and influential post" of Children and Young People's Commissioner with a responsibility to promote and safeguard the rights of everyone under 18 in Scotland or up to 21 if the young person is in care or has care experience.

Children and young people don't have the same economic or political power as adults. Adult systems aren't designed around children's needs and when things go wrong it's much harder for them to get justice. They need a champion who is an independent person able to challenge those in power. The role of Commissioner must do that, whilst bringing together different parts of the political and institutional systems and society in the best interests of the child.

In promoting and safeguarding children's human rights, our office must have regard to the United Nations Convention on the Rights of the Child. In particular we must work to ensure that children and young people enjoy their rights and lead lives where they are free from discrimination, their best interests are always taken into account, they have the opportunity to maximise their development and their views are given due regard in decisions affecting them.

The responsibilities and powers of the Children and Young People's Commissioner are set out in the Commissioner for Children and Young People (Scotland) Act 2003. The Commissioner is appointed by the Queen on the recommendation of the Scottish Parliament and is entirely independent of the Scottish Government.



Role Summary:

The Communications and Participation Officer will work in the Communications team, reporting to the Head of Communications. The post is also part of the office's Participation Group, working alongside the Participation and Education Officer.

The Communications and Participation Officer has responsibility for delivering on the office's statutory duty to raise awareness of children's human rights. This is a role that requires the ability to coordinate direct engagement with children and young people as well as to communicate with the media and other key networks and partners.

Key to the role is creativity, organisation, and the commitment to create spaces and opportunities for children and young people to take an active role in influencing and driving change.

Working with the Participation and Education Officer, you will provide an advice and support role on participative practice to others within the team to ensure that children and young people are at the heart of our work.

This role requires for you at times to be able to work out of school hours, some evenings and weekends and to be able to travel to children and young people in order to work with them in their communities.

We offer a generous flexible working policy and staff reward package.

The key strategic issues impacting on the post will be:

- Relevant domestic law including the Commissioner for Children and Young People (Scotland) Act 2003.
- International human rights instruments, particularly the United Nations Convention for the Rights of the Child (UNCRC).
- The office's Strategic Plan 2018-20.

Responsibilities:

- Manage day-to-day media relations, both proactive and reactive including writing and responding to enquiries, media monitoring and providing an out of hours media enquiries call service in rotation with colleagues.
- Support the office to engage directly in participation work, in particular with children and young people whose rights are most at risk or who have more challenges to being included or heard.
- Develop and coordinate relationships with key civil society partners working directly with children and young people.
- Secure positive promotion of the office's human rights work and expand media coverage, particularly in the fields of broadcast, radio, local/specialist media, and social media.
- Support colleagues to use communications to influence law, policy and practice
- Provide high quality and up-to-date advice and training to colleagues on best practice on the participation of children and young people

- Work collaboratively with all teams and stakeholders to achieve the office's strategic objectives.
- Public presentations relating to the work of the Commissioner as required.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the Children and Young People's Commissioner Scotland.

Essential Requirements

The successful candidate must have

Knowledge and experience

- Degree or post graduate qualification in a relevant discipline such as participation, public relations or community engagement, OR substantial experience working in a similar role(s) and at a similar level.

Leadership

- Experience of delivering advice and support on good participative and communications practice to colleagues at all levels.
- Ability to persuade, influence and inform decision makers and opinion formers.
- An awareness of emerging issues and trends which impact on your work and the work of the office.

Participation

- Experience of working directly with children and young people.
- Experience of delivering meaningful projects to engage with children and young people that had an impact on law, policy or practice.
- Commitment to a rights-based approach to work and in particular to the meaningful participation of children and young people.
- Experience of working in partnership with civil society organisations.
- Digital skills including some experience of using social and digital channels to engage audiences.
- Excellent written and oral communications skills.

Bravery

- A proven track record of proactive media relations including communications planning, writing press releases and securing national and local coverage.
- Ability to critically evaluate options and make sound decisions and recommendations in a fast-paced environment.
- Organisational skills and an ability to undertake high volumes of work, to a fast pace and delivered to strict deadlines.

Independence

- Experience of taking ownership and being accountable for work and encouraging others to do the same.
- A good understanding of the sector and the public policy context in which the office operates.

Respect

- An excellent capacity to develop, manage and maintain effective working relationships internally and externally.

Appointment to this post, is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland. Where the contents of a PVG Scheme record are not satisfactory, we reserve the right to withdraw the offer of employment.

Successful candidates will be required to produce original certificates to enable us to verify qualifications.

* Disability is defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

We consider you to be care-experienced if you have ever been looked after in local authority care (for instance if you have been in foster care/kinship care/residential care, or have been looked after at home on a compulsory order).

