

We are hiring

# Development Officer: Attainment and Tackling Inequalities

## Job Description

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| JOB TITLE | Development Officer: Attainment and Tackling Inequalities |
| JOB REF | AT001 |
| SALARY | £24,655 to £27,308 (fixed term until 31st March 2020) |
| DIRECTORATE | Digital and Smart-Tech |
| LOCATION | Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ |
| REPORTS TO | Programme Development Manager |

## Job Purpose

This post is responsible for the development and delivery of bespoke packages of entitlements for young people to tackle inequalities and support attainment. The entitlements will be delivered through the Young Scot National Entitlement Card (YS NEC) programme, in partnership with The Scottish Government and Local Authorities. With a focus on health and wellbeing and the #YSAttain project, this post will deliver a package of benefits through the YS NEC, harnessing smart-tech functionality where possible to tackle inequalities in a non-stigmatising way. The post holder will be responsible for the line management of the Content and Rewards Assistant.

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## Key Responsibilities

* To work with Programme Development Manager in the research, planning, development, management, delivery and evaluation of the Young Scot Strategic Partnership Attainment Project
* To identify national and local needs, develop local strategies with Local Authority partners, identify smart tech solutions and carry these through to implementation
* To facilitate workshops with young people to gather ideas and seek their views on local digital information, discounts and Rewards
* To coordinate local activities and implement demonstrator projects to provide access to additional entitlements through the Young Scot NEC
* To establish and nurture partnerships with Local Authorities and organisations in contributing towards addressing the inequalities and barriers faced by specific groups of young people
* To maintain excellent relationships with key stakeholders and strategic funders through effective relationship management and reporting.
* To support and act as secretariat for the project’s National Advisory Group
* To support the Content and Rewards Assistant to enhance Young Scot’s digital information and social media services and co-ordinate the effective use of Rewards and Discounts to tackle inequalities, improve attainment and challenge rural poverty
* This post will line manage the Content and Rewards Assistant

## Person Specification

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|  | QUALITY: ESSENTIAL (E); DESIRABLE (D) | ASSESMENT METHOD |
| QUALIFICATIONS | Educated to degree level or equivalent work experience (E) | * Application |
| EXPERIENCE | * Experience of project development and management (E) * Experience of working with a range of partners across the private, public and voluntary sectors (E) * Experience of creating written communications, e.g. reports, promotional materials, etc (E) * Experience of working effectively in a team and leading on own initiative. (E) * Understanding of public policy related to young people (D) * Experience of management of staff/support and supervision (D) * Experience of using data analysis tools/using data to inform change (D) * Understanding of and experience of working with young people (D) | * Application * Interview * Task |
| SKILLS | * Exceptional communication skills: oral, written and social media (E) * Effective organisational and administrative skills (E) * Ability to think creatively and to communicate creative ideas to others. (E) * Ability to pick up new tools quickly and adapt to unforeseen circumstances. (E) * Real understanding of how young people and stakeholders wish to receive information (E) * Excellent inter-personal and team working skills (E) * High level of information technology and digital skills (E) * Attention to detail and to seek the highest visual standard (E) | * Application * Interview * Task |

## Competencies

|  | COMPETENCY |
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| ESSENTIAL | **Achieving Excellence – Level 3**  Sets and meets challenging goals and seeks long term improvement  Achieves significant progress in the long term, wider performance of the organisation. Constantly reviews own objectives to ensure they support the organisation’s long-term strategic aims. Will go above and beyond when needed. Is prepared to stand by difficult or challenging decisions. Looks for and gets new responsibilities. |
| ESSENTIAL | **Understanding Issues & Finding Solutions – Level 2**  Adapts existing approach and looks ahead  Identifies and exploits opportunities in the short-term. Applies one’s own knowledge and expertise to developing new approaches to exploiting these. Looks at the opportunities and identifies key issues and uses this to prioritise and plan. |
| ESSENTIAL | **Collaborating for Success – Level 3**  Addresses underlying needs and plans impact  Takes time to question and understand the real needs of stakeholders establishes systems to collect stakeholder feedback. Takes the lead role in managing stakeholder relationships to deliver operational impact |
| ESSENTIAL | **Working with People – Level 3**  Role model for effective leadership  Seeks high performance from others by setting example. Gives timely and specific feedback on what has been done well and where there is room for improvement. Helps individuals think through issues for themselves. Encourages and acts upon feedback to one’s self. Proactively shares information and learning with colleagues. Addresses conflicts or issues within the team in a positive and open manner. Uses understanding of different interests and agendas to achieve positive outcomes. Maintains a positive approach and stays calm in all situations. |
| DESIRABLE | **Ability to Adapt – Level 2**  Applies procedures flexibly  Applies rules or procedures flexibly, depending on the individual situation, to accomplish tasks or activities more effectively. Responds effectively to changing circumstances. Remains focused when faced with competing demands. Makes reasonable adjustments to ensure maximum effectiveness and motivation of self and others. |