

Job description:

Job title: Development Officer (Further and Higher Education)

Location: Spaces, Tay House, 300 Bath Street, Glasgow, G2 4JR

Responsible to: Development Manager, Scotland

Salary: £30,328.06

Contract: Fixed Term Contract until 30th September 2020, with potential to be extended or made permanent subject to sustainable funding. This post is currently funded by the Scottish Funding Council.

Hours: 35 hours per week

Annual leave: 25 days plus 12.5 bank holidays and office closure days (pro rata).

Main aims of the post:

Carers Trust Scotland developed a framework to support universities in April 2017 known as 'Going Higher' and a similar framework for colleges known as 'Going Further' earlier in 2019. Both are recognised and currently funded by Scottish Funding Council.

There are an estimated seven million carers in the UK of whom almost 788,000 live in Scotland caring for a family member or friend who is ill, frail, disabled or has mental health or addiction problems.

This post is designed to collaborate and build capacity with Scottish universities and colleges so that they can identify, support and report on their students with unpaid caring responsibilities, and to assist them to ultimately participate in a Scotland-wide quality assurance recognition award. The post is also focussed on engaging with strategic stakeholders, including student carers, to ensure sustainability in Scotland's Further and Higher Education sector by addressing outcomes, priorities, ambitions and the unmet needs of student carers across Scotland.

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Scope and accountability

The post holder will:

- Be line managed by the Development Manager for Scotland
- Work closely with other Carers Trust staff to ensure appropriate synergies across projects and Directorates are capitalised upon
- Work closely with key staff in colleges and universities across Scotland to do capacity building and policy development.
- Work closely with key staff in colleges and universities across Scotland to support them through the Going Further and Going Higher award journey.
- Work closely with other key stakeholders such as College Development Network, UCAS and SAAS.
- Disseminate information about the developments, successes and learning of the project to raise awareness of student carers and their priorities.
- Develop a sustainable Further and Higher Education network and relationships with relevant stakeholders.

Outcomes:

- Scottish colleges and universities have increased capacity to identify and provide effective support to prospective and current students with unpaid caring responsibilities.
- Scottish colleges and universities have improved ways of generating and disseminating data related to their student carers to help shape appropriate support for student carers to successfully complete their courses.
- Scottish colleges and universities are more confident and able to demonstrate that they are places of learning for student carers by participating in the Going Further of Going Higher for Student Carer Recognition Award.
- Carers Trust Scotland has improved and diverse intelligence regarding the experiences of unpaid carers at college and university so that we can ensure our strategic and operational priorities reflect these.
- Student carers in Scotland's universities and colleges experience increased support to have the same opportunities to successfully complete their courses, reach a positive destination post college or university, and have improved health and wellbeing.

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Specific Duties:

1. Promote and encourage colleges and universities in Scotland to commit to undertaking and sustaining the Going Further for Student Carers Recognition Award or Going Higher for Student Carers Recognition Award.
2. Deliver student carer awareness training to colleges and universities, and in turn evaluate the delivery of these training sessions.
3. Collaborate with key stakeholders, such as College Development Network, to develop and maintain a student carer awareness e-module for college and university staff.
4. Provide policy development support to colleges and universities, including the design and implementation of Student Carers Support Policy's at all colleges and universities in Scotland
5. Coordinate and facilitate Carers Trust Scotland's Further and Higher Education Advisory Group.
6. Provide capacity building support to colleges and universities so that they have relevant sustainable systems in place to identify, support and report on student carers.
7. Develop and facilitate the Student Carers Voice Group for Scotland, ensuring that student carers are directly engaged in the delivery and shaping of Carers Trust Scotland's work focussed on further and higher education.
8. Deliver an annual student carer learning exchange conference for colleges and universities so that they can share good practice and impact; as well as identify areas for change and further development with a range of stakeholders.
9. Engage with relevant national stakeholders and Carers Trust Scotland's Network Partners' through a range of forums to identify and implement measures that alleviate challenges faced by, and improve the lives of, student carers in Scotland.
10. Develop website and social media content, along with other relevant communication resources to raise awareness of Carers Trust Scotland's work with colleges, universities and student carers.
11. Assist the Development Manager in the planning, reviewing and evaluation of Carers Trust Scotland's Further and Higher Education activity, providing impact reports for Carers Trust and other relevant stakeholders such as the Scottish Funding Council.

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General Duties:

- Be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- Work always within the philosophy and policies of Carers Trust.
- Comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying attention to the reporting of dangerous situations.
- Have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- Respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equal opportunity principles are always applied.
- Undertake any other duties that may be considered commensurate with the level of the post.

As TRUSTED Carers Trust staff, we are:

- **Team Workers** – supporting each other toward a common goal.
- **Responsive** – putting ourselves’ in others’ shoes and responding to their needs.
- **United** – working as one organisation meeting challenges together.
- **Supportive** – enabling one another to do a great job.
- **Transparent** – being honest and open with one another.
- **Enterprising** – being bold, pro-active and evolving.
- **Diverse** – understanding and celebrating the different things we each bring to Carers Trust.

Person Specification		
	Essential	Desirable
Knowledge	<p>Knowledge of the challenges faced by carers and their families and a willingness to acquire in depth knowledge of carers’ rights and entitlements.</p> <p>Knowledge of the issues facing voluntary sector organisations.</p>	<p>Knowledge of the challenges and experiences faced by student carers in Scotland’s colleges and universities.</p> <p>Knowledge of Community Engagement Standards and Principles for Scotland.</p>

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	<p>Knowledge of Scotland's Further and Higher Education sector, local government and/or health and social care system.</p> <p>Knowledge of effective capacity building principles, methods and approaches.</p>	<p>Knowledge of Community, Learning and Development values and principles.</p> <p>Knowledge of the policy landscape and infrastructure pertaining to carers and student carers in Scotland.</p>
Skills and abilities	<p>Ability to effectively use, analyse and critically engage with evidence in order to synthesise and organise information and produce written material, which is engaging, concise and clear.</p> <p>Ability to speak engagingly in public to a range of technical and non-technical audiences.</p> <p>Ability to work collaboratively, and quickly build rapport and professional credibility; fostering good relationships with colleagues, key stakeholders and decision makers.</p> <p>Ability to prioritise competing demands, meet deadlines, and to organise and prioritise own workload methodically.</p> <p>Ability to utilise IT skills, software and social media for capacity building, community engagement.</p> <p>Excellent interpersonal and facilitation skills that enable the delivery of high-quality training and community engagement activity.</p>	

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<p>Experience</p>	<p>Working with people who use services, and of involving seldom heard groups in the planning, implementation, and delivery of projects.</p> <p>Experience of delivering capacity building work with voluntary sector or statutory sector organisations.</p> <p>Experience of establishing and delivering training to a range of stakeholders in a variety of settings.</p> <p>Experience of organising and delivering complex high-profile events.</p> <p>Experience of community and strategic engagement with service users and strategic partners.</p> <p>Experience of project development and innovation.</p> <p>Experience of representing and speaking on behalf of a large organisation.</p> <p>Experience of monitoring and evaluating service delivery and projects.</p>	<p>Direct experience of working with carers from a range of backgrounds.</p> <p>Direct experience of working with colleges/universities.</p> <p>Experience of analysing and influencing policy at a national or local level, and formulating policy recommendations.</p>
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