



# A LIFETIME OF EQUALITY, RESPECT AND **LOVE** FOR CARE EXPERIENCED PEOPLE

## Who Cares? Scotland Job Specification

<b>Post Title:</b>	<b>Participation Assistant</b>
<b>Salary range</b>	Real Living Wage, £9.00 per hour
<b>Hours of work</b>	17.5 hours per week
<b>Contract</b>	1 year fixed-term contract, subject to a 6 month probation period
<b>Area</b>	West Lothian, with occasional National Work
<b>Base location</b>	West Lothian
<b>Responsible to</b>	West Lothian Development Officer
<b>Last update</b>	July 2019
<b>Application closes</b>	Friday 30 <sup>th</sup> August, 12 noon
<b>Interviews</b>	Monday 23 <sup>rd</sup> September, location to be confirmed

## Introduction

**Who Cares? Scotland is Scotland's only national independent membership organisation for care experienced people. We want to secure a lifetime of equality, respect and love for care experienced people by 2022 in Scotland.**

We will do this by undertaking a series of programmes to achieve on our ambitious Strategic Plan 2018 – 2022. We will continue to provide advocacy to children and young people across Scotland; we will work with corporate parents at local and national level as part of our training and education projects delivered on behalf of the Scottish Government and the Scottish Funding Council and others of a bespoke commissioned nature; we will ensure policy makers and parliamentarians make decisions to law, policy and practice having heard the views of the care experienced community; and we will continue to publicly advocate and campaign for the care experienced community.

## Purpose of the post

**The Participation Assistant will support the work of the West Lothian Champions Board and work alongside, and be responsible to, the Development Officer and Advocacy and Participation Manager. The Participation Assistant will help to ensure that young people**

**with care experience are empowered, championed and supported to realise their potential and live a life full of success and one they are in control of.**

The West Lothian Champions Board was established to help care experienced young people have a voice and a platform to achieve change. The Champions Board also works to educate all care experienced young people on who their corporate parents are and what responsibilities they hold, the group also work to break down the barriers between corporate parents and young people. The post holder will be expected to promote the Champions Board and their work and help empower care experienced young people to turn their experiences into positive change for all West Lothian care experienced young people. It is important that the post holder can work collectively with outside agencies and together with the Who Cares? Scotland team.

The Participation Assistant will also be expected to contribute to the national work of WC?S where required. Supporting, planning and delivering the most creative and engaging consultation, participation and influencing opportunities you can imagine for children and young people who are, or have been, looked after will be a focus of this role.

**You must be Care Experienced to be eligible to apply for this role.**

## **Main Duties and Responsibilities**

1. Weekly group work
2. Participation session with outside groups/agencies
3. Contributing and supporting online activities – including information input
4. Preparing for meetings
5. Promoting positive opportunities to young people
6. Attending formal meetings with local authority, third sector agencies and local support groups
7. Contributing to meetings on behalf of the Champions Board
8. Lone working and working with the BIG team
9. Engaging with other Champions Boards and associated young people's groups
10. General administrative duties
11. Promote Champions Board and participation opportunities for young people
12. Communicate effectively with all colleagues and agencies
13. Build positive relationships with the Champions Board members
14. Take lead in all national work with Who Cares? Scotland guidance from the Development Officer Support and assist the Renfrewshire Team on the successful delivery of the participation activities and materials
15. Support the national work of Who Cares? Scotland and development activities for care experienced young people.

## **Probation period and expectations**

The post holder will complete a 6-month probation which will consider time management, reliability and attitude in group working, their relationship with group and their values. This post is particularly reliant on the relationship between the post holder and the group members. It is important that a positive and trusting relationship is formed as the group will only fully engage if they believe the post holder is there for the right reasons. One to one support and supervision will be provided by the Development Officer during this time, with access to other support to ensure the post holder is successful. The post holder will be subject to Who Cares? Scotland HR policies and procedures and will be expected to adhere to them at all times.

## **Communication**

Post holder will have key contacts with:

- Children and young people
- Who Cares? Scotland colleagues
- Voluntary sector partners
- Care Experienced Members

Teamwork is important to the smooth running of the organisation and all team members are required to play an active part. This, alongside strong individual initiative, will be crucial for the effective operation and imaginative development of the work.

## **Attitudes and values**

Commitment to:

- Who Cares? Scotland's mission, aim and core values
- Anti-discriminatory practice and equal opportunities
- A style of working which is committed to supporting and empowering staff, with respect and confidentiality

## **Working environment**

The post is based in West Lothian but will have involve occasional national travel. The post holder will travel as required to undertake role. Occasionally, work out with standard office hours will be required to ensure the role is carried out effectively.

## Essential knowledge, skills and experience

### Knowledge:

- The issues affecting young people who are looked after or subject to formal processes and structures
- The care system in Scotland
- Children's rights

### Skills and Competencies:

- Ability to manage your time and workload effectively to meet deadlines
- Good communication and interpersonal skills
- Ability to form positive relationships with children and young people
- Ability to work some evenings and weekends, with possible overnight stays
- Confident
- Creative in their thinking, innovative approach to problem solving
- Passion for group work
- Understanding issues affecting young people
- Basic IT skills

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