

PROGRAMME MANAGER - UNCRC Implementation/ Education

JOB DESCRIPTION

We are seeking to recruit a highly motivated and dynamic Programme Manager (UNCRC implementation/Education). The post holder will be able to quickly and effectively take up their role and make an immediate contribution to the organisation.

The Programme Manager is a critical role, responsible for the management, development, delivery and reporting on a portfolio of education focused programmes.

Internally, the Programme Manager will take a lead role in the development of processes, activities and resources to ensure the quality and development of our own rights-based practice with children across all areas of our work.

An excellent manager, communicator and networker, you will contribute to our work to support implementation of the UNCRC and deliver human rights for children.

Hours: Full time – 35 hours per week

Salary: £32,026

Location: This is a Scotland wide post with an administrative/office base at the Children's Parliament HQ in Edinburgh. All staff are currently home-working. The location for this post is flexible but with regular attendance at Children's Parliament HQ required.

Duration: This post is funded for 3 years

Reports to: Rona Blackwood, Head of Programmes

Children's Parliament seeks to maintain a generous approach to our work and puts kindness, trust, empathy and respect at the heart of our work, internally and externally.

Children's Parliament is an equal opportunities employer. All applicants are treated equally and fairly throughout the recruitment and selection process.

OVERVIEW OF ROLE

2021 is an important year for Children's Parliament as we celebrate our 25th birthday and celebrate the Year of Childhood. It is also the year that has seen the Scottish Parliament incorporate the UNCRC into Scots Law, something that Children's Parliament has been supporting and working towards for many years.

A key strand of our work in the coming years concerns support for UNCRC implementation across education, schools and early years establishments and community learning. While our team works flexibly and across areas, the Programme Manager (Implementation/Education) will focus primarily on how we support and drive rights-based practice in these fields.

Building on Children's Parliament's long history of demonstrating a children's human rights-based approach, this role will develop and grow a strategic programme of activities in collaboration with key partners and stakeholders which demonstrates and embeds rights-based practice in education settings.

An example of the work that will be managed by the post holder within the education strand, will be the management of the **Dignity in School** project.

The Dignity in School programme is funded by the Gordon Cook Foundation. It will see two part-time members of staff embedded in two partner primary schools, one in Aberdeen and one in Edinburgh. A third part-time member of staff will be our digital/content creator and curator. The team will work with our partner schools on a journey over 8 months (starting August 2021) that sees them explore what UNCRC incorporation means to their school community. Working through a series of phases their real-time engagement with the programme will help build a hub for human rights practice and approaches that all schools can learn from. It would be expected that the Programme Manager can be present during some aspects of project delivery, in terms of this programme, in Aberdeen and Edinburgh.

The role will also hold an internal lead for practice development and quality.

KEY AREAS OF RESPONSIBILITY

Lead the strategic development and delivery of a programme of work under the theme of UNCRC Implementation/Education.

- Develop and deliver develop a strategic programme of activities in collaboration with key partners and stakeholders which demonstrates and embed rights-based practice in education settings.
- Develop positive and effective relationships with colleagues across settings in which our work is delivered; ensuring colleagues understand our purpose, approaches and work programme.
- Engage and influence key decision makers, representing Children's Parliament in strategic forums and on national platforms.
- Plan and participate in the direct delivery of aspects of the programme. This will include face-to-face work with children and training/continual professional development with adults.

- Keep abreast of Scottish education policy and practice, particularly in light of UNCRC Incorporation.
- Ensure learning from the programme of work is disseminated, to maximise impact, by engaging with key decision-makers and influencers.
- Have operational management responsibility for all aspects of the UNCRC Implementation/Education Programme including the line management of staff, sessional workers, interns and students.
- Have responsibility for the programme stream budget(s) which requires a full understanding of programme finances and delivery within these parameters.
- Ensure effective monitoring and evaluation systems are in place, managed and used for reflection and reporting, including to commissioning bodies/funders.
- Recognise and create new opportunities for our Implementation/Education Programme stream of work, securing funding and partnership agreements in line with the organisational strategy.
- Play a key internal role in the development of processes, activities and resources to ensure the quality and development of our own rights-based practice, including practice review, exchange and resource development.
- Work as part of the Children's Parliament team, and to ensure a close liaison with Co-Directors and Head of Programmes, keeping them abreast of delivery, developments and challenges.
- Play a role in the organisation supporting the wider development and success of the organisation.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a relevant field, or equivalent experience.
Experience	<ul style="list-style-type: none"> • Experience in rights-based practice. • The management of a portfolio of work. • Working alongside children (children engage with CP from early years, through primary school, up to the age of 14) as equals, respecting their rights and views, and encouraging their meaningful participation. • Managing a team. • Setting and managing project budgets. • Writing and publishing project reports and resources • Building relationships and representing an organisation at a strategic level. • Experience in using social media in a professional context
Knowledge + Understanding	<ul style="list-style-type: none"> • The United Nations Convention on the Rights of the Child. • The education/children's services landscape, policy and legislative framework in Scotland.
Skills + Abilities	<ul style="list-style-type: none"> • Programme management including excellent time and organisational skills. • Management of monitoring and evaluation systems. • Imagination and creativity when developing creative approaches to work with children. • Facilitating groups (of children and adults). • Clear and confident communicator, both written and verbal, with experience of report writing, resource development and engaging with a range of professionals. • Ability to identify and respond quickly to new opportunities. • Flexibility and an ability to produce work at short notice. • Ability to prioritise and complete tasks in a timely fashion. • Effective use of IT. • Ability to work independently and from home as Covid-19 restrictions require.
Other	<ul style="list-style-type: none"> • Passionate about children's human rights • Work within the values of Children's Parliament • Full driving licence

SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

Working week:	Monday to Friday between the hours of 8am and 6pm unless an alternative arrangement is made with your line manager.
Annual leave:	30 days + 10 days public holiday per year pro rata
Place of work:	Summerhall, 1 Summerhall Place, Edinburgh. While all staff are currently home-working, we expect a partial return to the base around the commencement of this post. The location of this post is flexible but regular attendance at Children's Parliament HQ is required.
Travel requirements:	Opportunities may arise which will involve travelling within Scotland.
Pension:	A contributory pension scheme is in place.
Probation period:	3 months
Sick pay:	1-month full pay and 1-month half pay within any 12-month period.

ABOUT CHILDREN'S PARLIAMENT

Children's Parliament is Scotland's Centre of Excellence for children's human rights. Our dream is that children grow up in a world of love, happiness and understanding. Our mission is to inspire greater awareness and understanding of the power of children's human rights and to support implementation of the United Nations Convention on the Rights of the Child (UNCRC) across Scotland.

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.

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.

We have the following four goals:

1. **Drive place-based change** : We will work with partners in communities to demonstrate a children's human rights approach, supporting partners to effect sustainable change through embedding the UNCRC.
2. **Help shape the future of Scotland** : We will support children to influence national legislation, policy and practice.

3. **Grow public awareness** : We will drive cultural and behavioural change to create a nation that values children and delivers their human rights.
4. **Strengthen our organisation** : We will continue to develop an effective and efficient operating structure in order to deliver our goals.

We will deliver our goals in a manner which embodies our organisational values, which are:

- **Unfeart** – because we speak truth to power and we are prepared to be different.
- **Creative** – because we will find the path we need to make rights real.
- **Kind** – because it allows us to connect and understand the world through others' experiences.
- **Fair** – because we recognise that equity requires each child to have what they need and that this will be different for every child.

For more information about Children's Parliament: www.childrensparliament.org.uk

