



EQUALITY | RESPECT | LOVE

## Who Cares? Scotland Job Specification

<b>Post title</b>	<b>Policy and Participation Manager</b>
Salary range	£33,640 – £39,576
Hours of work	Full time – 35 hours per week (some evening and weekend work is required). Hours can be worked flexibly.
Area	Influencing
Base location	Flexible – home based in the first instance due to Covid-19
Responsible to	Director of Influencing
Last update	May 2021

### Purpose of the post

**Who Cares? Scotland is Scotland’s only national independent membership organisation for Care Experienced people. Our strategic vision is to secure a lifetime of equality, respect and love for Care Experienced people in Scotland.** At the heart of Who Cares? Scotland’s work are the rights of Care Experienced people and the power of their voices to bring about change. We provide individual relationship based independent advocacy and a range of connection and participation opportunities for Care Experienced people across Scotland. We work alongside Corporate Parents and others to broaden their understanding of care and challenge stigma experienced by Care Experienced people. We create opportunities for people with lived experience of care to influence policy makers, leaders, and elected representatives locally and nationally to shape legislation, policy and practice. We do this collaboratively to build on the aspirations of The Promise and secure positive change.

This role will contribute to this aspiration through the delivery of our Annual Participation Programme and National Representative Body in ensuring that our influencing work leans on a robust and meaningful participation strategy. The overarching purpose of this role is to influence the relevant policy landscape in a way that is shaped directly and indirectly by the lived reality of the Care Experienced population in Scotland.

### Main duties and responsibilities

- To influence the development of rights-based policy and practice relating to Care Experienced people.

- To ensure that Care Experienced members of Who Cares? Scotland are enabled to participate in influencing local and national policy.
- To ensure that thematic issues identified by our Care Experienced members are explored and opportunities for influencing change are secured.
- To ensure that our National Representative Body are enabled to represent the views of our wider membership and organisational evidence base.
- To ensure the views of Care Experienced members and advocacy evidence shape our policy responses and campaigning.
- To develop primary participatory research with implementable but aspirational recommendations.
- To ensure Care Experienced members and Who Cares? Scotland staff are informed about relevant policy and practice developments.
- To represent Who Cares? Scotland and our Care Experienced membership in strategic forums.
- To carry out any other duties commensurate with the post as agreed with the Director.

### Communication

The post holder will have key contacts with:

- Care Experienced members
- Corporate Parents
- Public Bodies
- Academics
- Third Sector agencies and forums
- Who Cares? Scotland colleagues
- Scottish Government
- Scottish Parliament
- Appropriate funding bodies.

### Working environment

The location of the postholder is flexible. Evening and weekend work, including occasional overnight stays, may be required.

The postholder will be based mainly from home in the first instance due to the restrictions in place for Covid-19.

### Attitudes and values

Commitment to:

- Child and human rights.
- Working inclusively with an understanding of equal opportunities practices.

- Belief that people can make transformative change happen in their lives if given the opportunity.
- Working in partnership with Care Experienced people of all ages, empowering them to make decisions about their own lives.
- Developing best practice through regular supervision and training opportunities.
- Inter-agency, inter-disciplinary working to improve outcomes for Care Experienced people.

### Essential knowledge, skills and experience

#### Qualifications:

- We are seeking an individual who can analyse, scrutinise, interpret and present complicated and sometimes contradictory information to a wide range of audiences. It is likely that you will have acquired this skillset through studying to degree level, or through extensive experience of applying this in a work environment.
- Demonstrable continuing professional development in relevant areas.

#### Knowledge:

- Participation methods.
- Participatory research methods.
- Participatory policymaking.
- Current social policy, legislation and practice relating to Care Experienced people.
- Local and national government policymaking.
- Knowledge of representation, leadership and/or participation models for marginalised groups.
- Community learning and development theory and practice.
- The issues affecting Care Experienced people, including the impact of Covid-19.
- Human rights frameworks.
- The Promise.

#### Skills and competencies:

- Ability to interpret complex information and make accessible for others.
- Ability to analyse both quantitative and qualitative data.
- Ability to use evidence in factual but convincing ways to influence change.
- Ability to analyse problems and present logical solutions.
- Excellent interpersonal and communication skills, including the ability to build and maintain strong relationships with a diverse range of people.
- Ability to communicate in clear, concise language to a variety of audiences.
- People and/or project management experience.
- Excellent oral, written and presentation skills.

**Professional experience of:**

- Developing and implementing strategies for influencing social policy and legislation.
- Developing and implementing strategies for ensuring participation of lived experience in policy influencing.
- Scrutinising policy and legislation.
- Writing policy briefings.
- Delivering evidence-based campaigns.
- Data analysis and accessible presentation of findings.
- Working with marginalised groups.

**We particularly welcome applications from people with experience of the care system who meet the criteria for the post.**