**Co-design Officer**

**Salary:** £26,421 - £29,264

**Location:** Working at home until further notices. Blended working from home and in office (Edinburgh) from autumn 2021 (TBC).

**Directorate:** Participation and Co-design Directorate

**Term:** Fixed term to March 2022 maybe extended subject to funding

**Hours:** Full-time (Monday-Friday, 35 hours per week) – look at our website for flexible working options that you might request.

**Reports to:** Co-design Manager

**The role:** Our Co-design Officer will support the planning and delivery of our Young Scot Hive #YSHive service. You will work closely with various partners who are engaging young people at the heart of their work. This will ensure that young people across Scotland can access a range of opportunities and training to co-design policy and services.

What you’ll be doing from day-to-day

* Planning, designing and delivering Young Scot Hive #YSHive and co-design events and activities with young people.
* Developing and managing relationships with commissioning partners and partner agencies – and acting as point of contact for projects.
* Developing innovative, creative and interactive co-design tools, resources and session plans to support project delivery.
* Supporting young people in taking part in #YSHive projects, including facilitating meetings, workshops, and residential events – may include supporting young people with additional support needs or diverse life experiences.
* Producing project proposals and analysing project results to create end of project reports.
* Monitoring and evaluating the impact of projects.
* Representing Young Scot at external events.
* Working with new and existing partner networks to recruit young people to take part in projects.
* Supporting co-design training to Young Scot staff and to external partners.
* Other relevant duties to support the Co-design Manager.

A great candidate will have a mix of these skills and experiences:

* Experience of working with young people.
* Experience of project development and delivery, including developing, delivering and facilitating session plans, workshops and events.
* Experience of developing and managing successful internal and external strategic partnerships.
* Experience of designing and creating interactive engagement tools and resources.
* Experience of monitoring and evaluating the success of projects.
* Experience of producing high-quality written proposals, reports, and other written materials.
* Understanding of ethical considerations when working with young people.
* Able to work effectively in a team and leading on own initiative.
* Able to communicate effectively with a diverse range of individuals, organisations and stakeholders.
* Able to work in a team and lead on own initiative.
* Able to manage multiple tasks and projects, prioritise and work to deadlines.
* Excellent co-design and engagement skills.

Competencies of a great candidate

**Achieving Excellence – Level 2**

**Works to goals and manages challenges**

Achieving Excellence is about having a belief in one’s ability to do the job well. It’s about being ambitious, working hard and having the determination to set and meet challenging goals in order to deliver strategic aims, whilst understanding the environment in which the organisation works and how one’s role fits into this.

**Understanding Issues – Level 2**

**Anticipates the future and develops new products and services**

Understanding Issues is about the ability to use existing or new ideas to formulate a new or unexpected ways to solve problems, and also to have the ability to think ahead to spot new opportunities and maximise their potential.

**Collaborating for Success – Level 3**

**Addresses underlying needs and plans impact**

Collaborating for Success is about developing and managing relationships with stakeholders and ensuring we give priority to stakeholder needs in order to deliver relevant and responsive product and services for young people.

**Working with People – Level 3**

**Role model for effective leadership**

Working with people is about working collaboratively to achieve shared goals, whilst encouraging, inspiring and supporting others to help them realise their potential. The focus for effective leadership and management is to deliver high quality outcomes through the development of a workforce that is collaborative, compassionate, constructive and capable.

**Ability to Adapt– Level 3**

**Adapts tactics / approach**

The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.