

JOB PACK

Job Title:	Programme Associate
Location	Fife
Reports to:	Head of Impact
Hours	Variable (50 days per year, majority to be worked in term-time as role requires)
Salary:	£150 per day
Budget responsibility:	None
Line management responsibility:	None
Child Safeguarding:	PVG Membership required

Background

At Children’s University Scotland, we know that learning can change children’s lives for the better. And that some of a child’s most rewarding and life-changing learning experiences happen outside of school. Yet for many, these opportunities don’t exist. Right now, thousands of children are growing up in poverty and experiencing inequality that stands in the way of their right to learn, play, and express themselves.

But what if every child had the freedom to learn and pursue their ambitions to the fullest? That’s our vision.

By taking collective action, we’re on a mission to give children the opportunity to explore a world of learning beyond the classroom. Whether that’s supporting families so that children can take part in fun activities at home or teaming up with education providers and local communities to turn communal spaces into accessible learning places.

Since 2013, we have enabled over 10,000 children across Scotland to access out-of-school learning opportunities. Our Children’s University awards programme supports children to overcome barriers to learning and to further their talents and interests. Our home learning activities provide opportunities for children to take part in fun and affordable activities at home and within their community.

Our work in Fife

We are currently collaborating with OnFife Libraries and Fife College to offer individual child membership to any young person in Fife, promoting it in tandem with the Summer Reading Challenge and OnFife LibrarYAY activities. The library offer is promoted alongside bespoke home learning resources, online activities, challenges and prizes. Engaging over 400 new members during the challenging summer of 2020, we anticipate even greater uptake this year (min. 1000 new members).

An exciting, innovative 3-year partnership with Fife College is creating an enhanced wider learning offer for Fife’s young people, focusing on performing arts careers and practical STEM topics, and is intended as a universal complement to the current targeted First Chances offer. To date, several schools have expressed interest in the Children’s University programme, and the programme associate role will help to join up provision across the authority, support

schools on the ground and expand the network of validated learning providers.

Job Purpose

Children's University Scotland is developing a long-term strategy for our work across Scotland, which includes restructuring and rebranding the organisation to help achieve impact at scale. We are building a team of experienced, committed, and dynamic programme associates to support the delivery of our programmes across key areas within Scotland, helping to accelerate our mission.

The Fife Programme Associate will be an advocate for Children's University Scotland and our ambition for change for all children. They will work across Fife to promote Children's University to partners and support new and existing schools to effectively deliver our programmes in their communities. The Programme Associate will promote learning opportunities through engagement with and expansion of our learning provider network, as well as supporting the development and distribution of home learning resources.

Key accountabilities

- Support children, young people, and parents/carers to take part in Children's University across Fife, including promoting membership and building engagement.
- Lead on promotion of the Children's University programme with schools and learning partners throughout Fife.
- Support new schools to onboard and launch Children's University within their learning community.
- Sustaining engagement with Children's University in existing schools and partnerships.
- Lead on building our learning provider network across Fife, ensuring young people's access to a diverse range of affordable learning opportunities.
- Support production and distribution of home learning resources to children experiencing poverty and disadvantage through building relationships with partner agencies.
- Lead on building knowledge and insight into programme effectiveness to guide improvements.
- Represent the organisation externally and positively promote its core aims and objectives with partners, donors, and other stakeholders for and beyond the CU programme.
- Support fundraising efforts through contributing to proposal writing and reporting, developing story content and producing communications materials.
- Ensure that specific controls are in place to manage the risks within your direct area of responsibility, including identifying, reporting and managing the risks associated with your role as an integral part of your daily work.

Knowledge and experience

- Track record of supporting children and young people through learning in any context.
- An up-to-date knowledge of the Scottish education system.
- Experience of working effectively with partner organisations to deliver services and/or support to children and families.
- Understanding of poverty and its impact on children's learning and wellbeing, either through lived experience or through supporting children and families.
- Knowledge of Fife and key partners.

Skills

- Able to build and maintain good relationships with wide range of stakeholders.
- Excellent interpersonal and communication skills.
- Ability to manage own workload and work under own direction.
- Good attention to detail and thorough approach to completing work and managing projects.
- Ability to manage a diverse workload and set of priorities in order to meet deadlines to a consistently high standard.
- Highly developed IT skills and knowledge of digital tools.
- Full driving licence and have use of a car.

Qualities

- Commitment to the vision, mission and values of the organisation.
- Positive, resilient and committed to improving the lives of children and young people.
- A strong team player with an empowering and collaborative working style.
- Solutions-focused with a creative, problem-solving approach.
- Keen to learn and develop, actively seeking feedback and ways to improve.

Values

We are motivated by shared values that guide the way we work and the way we develop as an organisation.

- Children’s wellbeing:
We will protect every child’s right to learn, to play, and to express themselves.
- Learning for Fun:
We will make fun, informal learning experiences accessible.
- Individuality:
We will give children the freedom to imagine and explore their own learning path.
- Collective action:
We will take collective responsibility and action.
- Creativity:
We will ask “what if?”.

To apply for the job

To apply for this role, please submit a two-page CV and one-page covering letter describing how your experience makes you suitable for the role, and the contribution you could make to Children’s University Scotland. Please make direct reference to the knowledge, skills and qualities listed in the job profile.

Please include the names of two referees, including, if applicable, your most recent or last employer. Referees will not be approached without your prior knowledge, and only following a successful application and interview.

Please go to our [recruitment site](#) to complete a short application and upload your CV and supporting information.

The closing date for applications is Monday 26th July 2021 at 12pm. If you would like an informal discussion about this role, please contact Chloe Goodall at chloe@childrensuniversity.scot before the closing date.

We plan to hold virtual interviews for longlisted candidates during the week of 9th August 2021 (but are flexible in terms of the availability of candidates).

Children's University Scotland operates an equal opportunities policy and will appoint solely based on the applicant's ability to do the job in question. We do not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status, or disability, nor will such factors play any part in decisions on appointment or selection.