



EQUALITY | RESPECT | LOVE

## Who Cares? Scotland Job Specification

Post title	Training and Education Officer
Salary range	£23,093 – £28,866 per annum
Hours of work	Full time – 35 hours per week (some evening and weekend work is required). Hours can be worked flexibly.
Contract	Fixed-term until 31 <sup>st</sup> March 2022 in first instance. Continuation beyond this date dependent on confirmation of funding.
Area	Influencing
Base location	Flexible – home based in the first instance due to Covid-19
Responsible to	Training and Education Manager
Last update	July 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 understanding 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.

As part of the Training and Education Team, the Training and Education Officer will design and deliver projects and activities with Corporate Parents, relevant stakeholders and Care Experienced people.

The post holder will deliver a range of activities and projects; resulting in real change for Scotland's Care Experienced people. Primarily, the role will work to develop relationships with Corporate Parents and deliver training and education activity to support their knowledge and understanding of Corporate Parenting as defined by the Children and Young

people (Scotland) Act 2014. In addition, the Training and Education Officer will be able to mobilise quickly to respond to a range of policy and practice developments and ensure that Corporate Parents and relevant stakeholders understand how to effectively support Care Experienced people.

The post holder should be a highly effective communicator, facilitator and presenter and have a keen interest and skill in communicating complex policy landscapes to a wide audience in interesting and engaging ways. Knowledge and experience of delivering learning programmes is essential as is the ability to present to senior professionals across the public, private and third sector. This post will sit alongside a wider Influencing Team and will collaborate with colleagues to support the influencing of policy and practice to create positive change for Care Experienced people.

### **Main duties and responsibilities**

- To contribute to the development and delivery of engaging, accurate and compelling training education materials and content.
- To secure and deliver training and education activity with Corporate Parents and other relevant stakeholders, across Scotland.
- To convert engagement with Corporate Parents into opportunities to develop positive and on-going relationships to benefit Care Experienced people.
- To support the evaluation, reporting and learning from all activities undertaken.
- To proactively promote collaboration and connection across Corporate Parents.
- To ensure that the views, experiences and testimonies from Who Cares? Scotland's members are represented in all training and education activity.
- To support the involvement of members directly involved or informing training and education activity.
- To represent Who Cares? Scotland in relevant external forums and networks.
- To routinely engage with and utilise WC?S evidence and ensure it is represented in training and education activity undertaken.
- To undertake the relevant actions to ensure training and education events are delivered successfully.
- Be an ambassador for Who Cares? Scotland by upholding the staff code of conduct, adhering to policies and procedures and promoting values at all times.
- Carry out any other duties commensurate with the post as agreed with the Manager.

### **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
- Appropriate funding bodies.

### **Working environment**

The location of the postholder is flexible, however they will be expected to travel across Scotland, with a focus on the central belt, regularly to fulfil their remit. Evening and weekend work, including occasional overnight stays, is a requirement of the role.

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:

- Human and Child rights.
- Working inclusively with an understanding of equal opportunities practices.
- Belief that young 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:**

- While we would welcome the knowledge gathered through a relevant qualification, we are just as interested in relevant work experience.
- Demonstrable continuing professional development in relevant areas.

**Knowledge:**

- Training, teaching and learning methodologies.
- Communication techniques and learning styles.
- The issues affecting Care Experienced people.
- Child and human rights.
- Current policy and practice in relation to Care Experienced people.
- The Promise.

**Skills and competencies:**

- Excellent presentation and facilitation skills.
- Excellent interpersonal and communication skills, including the ability to build and maintain strong relationships with a diverse range of people.
- Ability to develop and sustain positive relationships with external colleagues.
- Working with children and young people.
- Ability to work effectively as part of a team.
- Ability to work on a range of projects in tandem.

**Professional experience of:**

- Engaging public sector representatives, particularly at a senior level.
- Developing and implementing learning, teaching and project plans.
- Developing and delivering events.

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