

Governance Projects Officer

Fixed term contract until 31 March 2024.

Hours:	35 hours per week
Reports to:	Governance Lead
Salary:	Circa £24,000
Location:	Home Working Arrangements will be in place while Scottish Government restrictions remain in place. Office accommodation in central Edinburgh will be available from September (tbc). Flexible working arrangements will be considered.
Application Deadline:	Tuesday 14 September
Interview Date:	Thursday 23 September

Job Context

In October 2016, after meeting with and listening to children and young people in care, Scotland's First Minister announced, "an independent, root and branch review of the care system" to look at "the underpinning legislation, practices, culture and ethos".

The Independent Care Review's (Care Review) aim was to identify and deliver lasting change in Scotland's 'care system', leaving a legacy that will transform the wellbeing of infants, children and young people.

It began its work in February 2017 and concluded on 5 February 2020 with the publication of [seven reports](#). On the same day, in the Scottish Parliament, the First Minister [pledged to #KeepThePromise](#) a commitment that got the support of all political parties. Over 5,500 children and adults engaged with the Care Review and organisations, institutions, bodies, communities and groups all across Scotland also pledged to #KeepThePromise.

Between February 2020 and March 2021, due to COVID-19 restrictions, a small Promise Team was incubated within Scottish Government. During this time, its achievements included:

- Detailed and robust engagement with a wide range of organisations and others on the actions, identified in the Care Review, that are necessary for change and to deliver transformation of Scotland's 'care system'. This has also included detailed analysis of the responses from over 100 organisations on the work they are taking forward to #KeepThePromise.

- Appointment of a 20 strong Oversight Board and met the commitment to ensure 50% representation on the Board of people with lived experience of Scotland's system of care.
- Production of [Plan 21-24](#) in March 2021.

On 1 April 2021, The Promise Scotland was established as a legal entity and operates independently of Scottish Government.

Following significant engagement with every children's services partnership and key national agencies, The Promise Scotland published [Change Programme ONE](#) on June 25 2021. This includes 25 actions required to be delivered by March 2024 for Plan 21- 24 to be fully implemented and the goal of the promise being kept by 2030, and The Promise Scotland becoming obsolete. It also includes the support offers which The Promise Scotland will lead to achieve the changes required.

Job Purpose – Governance Projects Officer

The role sits within the Oversight team. The team has responsibility for:

- To advise and support the Oversight Board to effectively monitor progress towards the common endeavour to #KeepThePromise and ensure the Board is well placed, prepared and able to monitor Scotland's progress and hold various organisations to account.
- To manage external governance links and relationships held by The Promise Scotland and oversee strategic risks and opportunities arising within them.
- To ensure that the work of The Promise Scotland is well represented and embedded throughout Scotland's complex governance and policy landscape by contributing evidence and innovative approaches within this landscape. The aim of the team is to maintain momentum, progress and evidence of the need for change and identify risks that require mitigation, supporting cross-team work to develop mitigation strategies.
- To provide project administration for key change programmes that The Promise Scotland facilitates and leads. These include facilitating the Children's Hearings System Working Group; supporting work on Inspection & Regulation; projects to map policy and governance.

The Governance Projects Officer has primary responsibility for:

- The administrative function for the Oversight Board, ensuring they are able to do what is required of them.
- Preparing and collating high quality paper packs for the Board.
- Drafting minutes and monitoring action logs.
- Dealing with Board member queries and responding to their needs.
- Supporting the wider projects of the team, ensuring the smooth running of a range of activities involving internal and external stakeholders.

The Governance Projects Officer will be a highly competent and calm individual who has experience within a complex organisational environment. They must be proficient, proactive and methodical, as well as able to prioritise and manage challenges. Excellent relationship management experience is essential. The post holder will provide an efficient and high-quality administrative support service that feels professional, accessible and safe to those who experience it.

Main Activities & Responsibilities

Oversight Board

- Along with the Head of Oversight, the Governance Projects Officer will be the primary contact for all Oversight Board members, ensuring they know when and how to claim expenses and anticipating their needs.
- Supporting the Head of Oversight to collate all papers for Oversight Board to ensure sign off from Chair of The Promise and ensure that Board members have papers in advance of the meeting.
- Ensuring papers are presented in a clear accessible way and are easy to navigate for Board members.
- Preparing the first draft of minutes for Board meetings.
- Running and monitoring the action log, ensuring all actions are dealt with timeously and all team members know their responsibilities towards the Oversight Board.

Project Governance

- Supporting the Senior Legislative Manager in setting up the administrative systems for the Children's Hearings System Working Group.
- Coordinating administrative support for the working group.
- Organising meetings, ensuring these are minuted and actions tracked and monitored.
- Managing the flow of project information and documents on Teams and other shared working spaces.
- Ensuring all project stakeholders are supported, making full use of the CRM system.
- Arranging events and travel as required.
- Updating and tracking project progress.
- Providing project management support for all upcoming Oversight Team projects and programmes.

Essential Criteria

- Previous experience of administration and supporting Boards or Committees or equivalent high-level groups.
- Strong Microsoft Office skills, including Word, Excel and PowerPoint as well as MS Teams. Demonstrable ability to produce high-quality documents.
- Clear, warm communicator able to anticipate external needs.
- Strong organisational skills and demonstrable experience in tracking actions.
- Demonstrate good written communication skills.
- Demonstrable project management skills.
- Ability to work independently, manage own time and prioritise workload, and work flexibly to meet work demands and tight deadlines.
- Knowledge of and interest in Scotland's children's policy landscape.

The nature of the job demands a strong ethical approach.

Working Conditions

Pending the move to a newly established office in central Edinburgh, The Promise Scotland will operate flexible working arrangements seeking to meet the needs of its individual team members while also able to fulfil the activities set out in Plan 21-24, within a positive and supportive team culture and environment.

As with each member of The Promise Scotland team, contracts of employment are fixed-term and offered until 31 March 2024 unless a shorter period is agreed or required.

Candidates with lived experience of care or candidates with a disability who meet the essential criteria outlined will be invited to interview.

Application

If you would like an application form, or to speak to a member of the team about this post, please email jobs@thepromise.scot