



EQUALITY | RESPECT | LOVE

## Who Cares? Scotland Job Specification

Post title	National Development Officer
Salary range	£23,439 - 29,299
Hours of work	Full time – 35 hours per week (evening and weekend work is required)
Area	Influencing
Base location	Flexible – home based in the first instance due to Covid-19
Responsible to	Policy and Participation Manager
Last update	October 2021

**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.

### Purpose of the post

As part of the Policy and Participation team, the post holder will support the design and delivery of participation opportunities which ensure our care experienced members across Scotland are enabled to get involved with national and international influencing priorities. All participatory influencing spaces will be rights-respecting, meaningful, creative, safe, inclusive and developmental for everyone involved. In designing such opportunities, the post holder will have a crucial role in contributing to our offer of independent collective advocacy for children, young people and adults with experience of care.

### Main duties and responsibilities

- To design creative participation methods for care experienced people to influence or co-design national policymaking and international opportunities.
- To support the delivery of our Annual Participation Programme including supporting co-designed briefings, session plans, resources and surveys.
- Ensure the design of participation opportunities are relevant to care experienced people's lives, key influencing moments and strategic priority areas.
- To facilitate well planned, short- and long-term thematic participation groups for care experienced people.
- To provide relationship-based, developmental support to all care experienced people taking part in national participation opportunities.
- To utilise a range of communications channels and networks to promote participation opportunities to care experienced people.
- To implement and support the development of good practice policies, procedures and training in relation to participation.
- To coordinate, develop and monitor developmental opportunities for care experienced people.
- To develop and nurture stakeholder relationships who may benefit from the project outputs, especially Corporate Parents.
- To support the evaluation, reporting and learning from all participation opportunities.
- To support, and where relevant, deliver activity related to WC?S national influencing priorities as determined by our strategic and operational planning, such as events.
- 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:

- People with experience of care
- 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. 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:

- Child and human rights.
- Community learning and development.
- 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 inform decision-making relevant to their lives and that of the wider care experienced community.
- 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 relevant qualifications, we are just as interested in relevant work experience.
- Demonstrable continuing professional development in relevant areas.

**Knowledge:**

- Participation methods.
- Community learning and development principles and practice.
- Communication techniques and learning styles.
- The issues affecting care experienced people.
- Child and human rights, and equality.
- Current policy and practice in relation to Care Experienced people.

**Skills and competencies:**

- Ability to develop and deliver creative and meaningful participation opportunities for people of all ages.
- Ability to recognise where an individual may be affected by trauma and adapt practice accordingly in order to minimise distress and maximise trust.
- Excellent interpersonal skills including the ability to build and maintain strong relationships with a diverse range of people.
- Excellent oral and written skills including the ability to make complex subject matters accessible to a diverse range of people.
- Ability to adapt projects to suit various ages, needs and learning preferences.

- Ability to develop and sustain positive relationships with external colleagues.
- Ability to build positive relationships with children, young people and care experienced adults.
- Ability to work effectively as part of a team, including cross-team working.
- Ability to work on a range of projects in tandem and manage time effectively.

**Professional experience of:**

- Delivering participation opportunities with the intention of influencing change.
- Writing for a variety of audiences, including accessible report writing.
- Working with marginalised groups.
- Experience of developing and implementing project plans.
- Developing and delivering events.

**We welcome and encourage applications from those with experience of care.**