



EQUALITY | RESPECT | LOVE

## Who Cares? Scotland Job Specification

Post title	Development Officer (Champions Board/ Communities that Care)
Salary range	£23,439 – £29,299 per annum
Hours of work	35 hours per week – some evening and weekend work required. Split: 21 hours Development Officer (East Lothian Champions Board) 14 hours Development Officer (Edinburgh Communities that Care)
Area	East Lothian/Edinburgh
Base location	East Lothian/Edinburgh
Responsible to	Advocacy and Participation Manager, South East
Last update	December 2021

### Introduction

**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 children and young people, and the power of their voices to bring about positive change.

We provide individual relationship-based independent advocacy and a broad range of imaginative participatory opportunity for Care Experienced young people across Scotland; we work alongside corporate parents and communities of all sorts to broaden understanding; we work with policy makers, leaders and elected representatives locally and nationally to shape law, policy and practice on the basis of all that can be learnt from the voices of those with experience of care - working together to build on the aspirations of [The Promise](#) and secure positive change.

### Purpose of the post

**The post is focused on facilitating the participation and belonging of care-experienced children and young people from East Lothian in the development of participation and belonging activities through East Lothian Champions Board, and contribute to the development of our community-based participation and belonging work, schools work and volunteer model in our 'Communities that Care' approach in Edinburgh.**

These opportunities will create an environment where the voices, views and experiences of care experienced children and young people are heard by senior leaders, helping to bring about positive change.

The post holder will utilise and create opportunities for participation and belonging activities and projects with care experienced young people - whilst supporting a range of PR, awareness-raising, events and other activities. Core belonging and participation activities will involve: fun connection and belonging activities, issue based group work; creative based group work; and focus groups, forums and events, both one-off and longer term in duration. The post holder will need to utilise youth work and/or community engagement skills to undertake the role. It will involve working closely with organisational partners, different services within the Local Authority and other public services in order to create new opportunities or develop existing ones.

The post-holder will be joining Who Cares? Scotland at an exciting time, when the voice of those who are in or have experienced care is growing rapidly across Scotland - bringing with it insight, challenge, hope and change. They will be joining a growing and dynamic team.

### **Main duties and responsibilities**

#### **Champions Board / East Lothian area**

1. To work closely with partners to deliver a programme of engagement and participation activities for all care experienced young people from East Lothian.
2. To support all care experienced young people in the preparation for Champions Board meetings.
3. To support all Champions Board members, including young people, local authority representatives and corporate parents, in participating fully at Champions Board meetings through mediation and facilitation.
4. To ensure that the networks through which care experienced young people can connect, develop and grow as individuals are maximised.
5. To develop and maintain good working relationships with relevant organisations, across East Lothian, including the Local Authority, other Public Sector Corporate Parents and the Third Sector.
6. To ensure learning and outcomes achieved for the Champions Board is reported on and shared internally and externally as required and of benefit to the development and recognition of Champions Board work.
7. To collaborate with other WC?S officers and managers who are involved in Champions Board development and delivery.
8. Prepare reports and deliver presentations based on the findings of involvement and engagement events.
9. To ensure the funding requirements are met and that the impact of the work is recorded, monitored and evaluated.

10. 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.
11. Carry out any other duties commensurate with the post.

### **Communities that Care**

1. To support and deliver Who Cares? Scotland's membership offers, including belonging activities in Edinburgh and across the South East region.
2. To support the development of local school's work activity.
3. To support the volunteer team in their activities with local members.
4. To support other regional teams in the development of their 'Communities that Care' activity.
5. To work effectively with partners and Who Cares? Scotland cross-Scotland colleagues to ensure members are accessing and benefiting from Who Cares? Scotland national programmes.
6. To develop effective relationships with Local Authorities, Public Sector Corporate Parents, Third Sector service providers and funders, business and private sector organisations.
7. To develop relationships with community groups and local networks for the benefit of our members.
8. To ensure the funding requirements are met and that the impact of the work is recorded, monitored and evaluated.
9. Ensure that services provided meet agreed service levels, standards and outcomes laid down by Who Cares? Scotland.
10. To work always within the ethos of the organisation.
11. To operate always within the organisation's policies and procedures.
12. To assist in the organisation of events and to attend events where required.
13. Any other duties appropriate to the post and as required by the organisation.

### **Communication**

The post holder will have key links with:

- Young people
- Organisational partners across East Lothian and Edinburgh (Local Authority; other public sector Corporate Parents; the Third Sector)
- The broader Who Cares? Scotland team, both in the South East, and across Scotland
- National networks supporting the development of effective Champions Board activity

Teamwork, alongside a strong individual initiative will be crucial for the effective operation and imaginative development of the work.

### **Working environment**

The post is based in the Edinburgh Office, however, the postholder may be based from home in the first instance due to the restrictions in place for COVID-19.

Flexibility will be required given the remit of the role. Some evening and weekend work will be necessary. A full driving licence and access to transport is required.

### **Attitudes and values**

Commitment to:

- Children and Human 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 young people, empowering them to shape their own lives, benefitting from the care and support they need
- Developing best practice through regular supervision and training opportunities
- Inter-agency, inter-disciplinary working to improve outcomes for children and young 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.
- A current full driving licence

**Knowledge:**

Demonstrable knowledge of:

- The issues affecting young people who are in care or leaving care
- The care system in Scotland
- The aspirations of Scotland's Promise
- Children's rights and Child protection issues
- Current policy and practice in relation to children and young people encountering the care system
- Designing tailored youth work session plans

**Skills and competencies:**

- Ability to manage your time and workload effectively to meet deadlines.
- Ability to effectively evidence and plan work.
- Excellent communication and interpersonal skills, both oral and written.

- Ability to form positive relationships with children and young people.
- Ability to work collaboratively as part of a team and on own initiative.
- Excellent administration skills and the ability to produce high quality work.
- Good knowledge of the Microsoft office suite

**Experience in:**

- Working directly with children and young people, both individually and in groups.
- Delivering training or engaging a range of audiences.
- Working in an inter-agency, inter disciplinary way.
- Report writing and evidencing practice and impact

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