



**EQUALITY | RESPECT | LOVE**

## Who Cares? Scotland Job Specification

<b>Post title</b>	<b>Participation Assistant East Lothian Champions Board</b>
<b>Salary range</b>	National Living Wage (£9.90 per hour)
<b>Hours of work</b>	28 hours per week
<b>Contract</b>	Fixed-term contract until end of March 2023
<b>Area</b>	South East
<b>Base location</b>	Edinburgh & East Lothian
<b>Responsible to</b>	Advocacy & Participation Manager – South East
<b>Last update</b>	March 2022

### 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 people and the power of their voices to bring about change. We provide individual relationship based, lifelong 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 the stigma experienced by Care Experienced people. We create opportunities for Care Experienced people 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

This exciting post will see the post holder act as a Participation Assistant for East Lothian's care experienced children and young people in the development of their Champion's Board work. The post holder will be involved in a range of external facing work and activities which will include campaign, training, awareness raising, partnership development and lobbying work, using a range of existing and yet to be developed activities and methods. The end result of this work will also be to deliver real change for East Lothian's care experienced young people.

The post holder will be care experienced. The post holder will use a range of communications, engagement techniques and creative methods, shaped by an abundance of ideas, to both promote the work of the Champions Board and engage young people in the development of the Board.

The post holder will be an effective communicator, have a strong understanding and belief in social justice, equality, human rights and understand the difference between active and inactive citizenship. The post holder and will hold an important range of external relationships. The post will sit alongside a staff team who will work together to develop the work of East Lothians Champions Board.

### Main Duties and Responsibilities

1. The Participation Assistant will be the lead role for the participation group and related activities.
2. The Participation Assistant will work alongside the Champions Board Development group to support wider engagement and consultation with care experienced young people.
3. To work alongside East Lothians Champions Board colleagues to progress the implementation of the Champions Board Priorities for Change.
4. Link with existing Who Cares? Scotland, East Lothian Council and other partners across East Lothian to support for the Alumni and Membership programmes.
5. To work closely with the East Lothian Champions Board, supporting the Who Cares? Scotland team and local officers in the successful running of this initiative.
6. Support the Board to identify representatives from key organisations from existing and new partners who will support the work of the board.
7. Act as a Participation Assistant for care experienced young people; including providing mentoring opportunities and promoting other activity areas such as campaigns work, public affairs work and participation work.
8. The Participation Assistant will work alongside the Champions Board development team to monitor, record and evaluate the work of the board and related activities.

### Training

9. Support team colleagues to deliver training and awareness raising of the work of the Champions Board in a coordinated way, enabling our advocacy experience and evidence base to play a key role.

10. Support care experienced trainee members of staff (if relevant) to develop well in their role and support the delivery and development of the Champions Board.
11. Support other care experienced young people where needed to ensure they are at the heart of the Champions Board.

### Campaigning

12. Ensure care experienced people are at the heart and are able to lead on our campaigns and empowered to hold their corporate parents to account.

### Lobbying

13. Work effectively with colleagues in Operations, Policy and Influencing to ensure a coordinated approach is always in place.
14. Ensure that care experienced young people are able to understand the role of the Children's Champions Board – as well as the role which they will play in it.
15. Be a Participation Assistant for Who Cares? Scotland by upholding the staff code of conduct, adhering to policies and procedures and promoting values at all times.

### Other

16. Carry out any other duties commensurate with the post as agreed with Advocacy and Participation Manager.

### Communication

The post holder will have key contacts with:

- Children and young people
- Who Cares? Scotland colleagues
- East Lothian Council partners
- East Lothian Council Champions Board development group members
- Corporate parents
- Voluntary sector partners
- National partners, e.g. CELCIS, Children's Hearing Scotland, SCRA, Care Inspectorate & SSSC

Teamwork is important to the smooth running of the Champions Board and all team members are required to play an active part. The post holder is required to work effectively with colleagues to ensure the success of the Participation Assistant role.

## Working environment

The post holder will be based in Edinburgh/East Lothian area. However, flexibility will be required given the remit of the role.

## Attitudes and values

Commitment to:

- Children's 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
- Working in such a way as to empower young people
- 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:

- A SVQ Level 3 in Youth Work or Health and Social Services is desirable, however, if you don't have this, we will support you to gain this qualification
- While we would welcome the knowledge gathered through a relevant qualification, we are just as interested in relevant work experience
- A current full driving licence is also desirable

### Knowledge

Demonstrable knowledge of:

- The issues affecting young people who are looked after away from home
- The care system in Scotland
- Children's and Human rights
- Child protection issues
- Current policy and practice in relation to children and young people
- Designing tailored youth work session plans
- [The Promise](#)

### 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 are required to achieve effective working relationships
- Ability to form positive relationships with children and young people
- Ability to work collaboratively as part of a team and on own initiative

- Ability to work flexibly, with overnight stays

**Experience of:**

- Being looked after at home or away from home
- Working directly with children and young people, both individually and in groups
- Delivering training to a range of audiences
- Working in an inter-agency, inter disciplinary way within voluntary or statutory sector
- Developing relationships with third sector and local and national government representatives

**To be eligible for this role you must be care experienced.**

**Closing date for applications is Thursday 28<sup>th</sup> April 2022.**

**Interviews will be held in person on Monday 9<sup>th</sup> May 2022.**