

The Children & Young People's Commissioner Scotland is recruiting for the position of:

Policy Officer

Full time, 37 hours per week

Grade 4 (£36,298 – £45,209)

99 McDonald Road, Edinburgh, EH7 4NS

(Currently hybrid working between office and home)

The responsibilities and powers of the Children and Young People's Commissioner are set out in the Commissioner for Children and Young People (Scotland) Act 2003. The Commissioner is appointed by the Queen on the recommendation of the Scottish Parliament and is entirely independent of the Scottish Government.



**Applications must be submitted before
13:00 on Friday 13th May 2022.**

**This vacancy has been extended, those who applied to the initial
advert need not apply again.**

**Interviews will place place on
Monday 30th May 2022
and will be conducted in person.**

**Disabled candidates and candidates with care
experience, who satisfy the essential criteria for
the post, will be invited for interview.***


**Please demonstrate your skills and
experience in a covering letter and
CV to recruitment@cypcs.org.uk**

Website: www.cypcs.org.uk

Facebook: www.facebook.com/cypcs

Twitter: twitter.com/cypcs

Instagram: [@cypcs](https://www.instagram.com/cypcs)



Passionate about children's human rights? Want to use your expertise to make a real difference to the lives of children and young people? Then we want you to join us to promote and safeguard the rights of children and young people in Scotland.

We are a vibrant, multidisciplinary team who pride ourselves on living our values of bravery, respect, participation, independence and leadership. Our policy work sits at the forefront of children's rights in Scotland.

Our fantastic, recently designed office and new technology, allow us to work flexibly and welcome children from across Scotland. We believe that CYPSC is an amazing place to work!

Not only do we believe we have a friendly and ambitious team which sets us apart and ensures that the work we do is of value to Scotland, we also provide all our employees with a very generous benefits package, rewarding them for the work they do, and ensuring that work-life balance and wellbeing is top priority.

Our employee benefits package includes:

- Competitive salary plus employer contribution pension of 27%.
- 30 days holiday plus additional 10.5 public holidays observed.
- Wellbeing initiatives including our Healthy Living Allowance - a financial contribution to a health activity of your choice and our Employee Assistance Programme covering advice and 8 sessions of counselling.
- Flexible working policies allowing you to balance your home and work life, including working from home and flexible working hours.
- Competitive maternity and sick leave policies always ensuring health and wellbeing.



Overview of the Children and Young People's Commissioner Scotland

In 2003 the Scottish Parliament wanted to “make a real difference by creating an independent, high-profile and influential post” of Children and Young People's Commissioner with a responsibility to promote and safeguard the rights of everyone under 18 in Scotland or up to 21 if the young person is in care or has care experience.

Children and young people don't have the same economic or political power as adults. Adult systems aren't designed around children's needs and when things go wrong it's much harder for them to get justice. They need a champion who is an independent person able to challenge those in power.

The role of Commissioner must do that, whilst bringing together different parts of the political and institutional systems and society in the best interests of the child. As well as being a champion for rights, a key part of the job is to work with people who make decisions that affect children and young people lives so that they deliver on their promises - for example within education, healthcare, housing and justice.

Decision-makers must understand their rights obligations and include and listen effectively to children and young people in order to do their jobs properly.

We are a dedicated team of 15 staff who bring a variety of skills and talents to help influence and drive progress within children's human rights. As a team, we work to our shared values of bravery, independence, leadership, participation and respect so that we can be the fierce champions of rights that children and young people need us to be.

Role Summary:

This is a high-profile legal and policy role within the children's human rights sector in Scotland. You will be a fierce champion to promote and protect children's human rights. As part of the Strategy Team you will work proactively to identify and address human rights issues and use your skills, knowledge, networks and expertise to influence law, policy and practice.

You will put children and young people at the heart of our legal and policy work, in order to inform and shape the agenda in Scotland. You will develop positions based on sound human rights principles and communicate them using a wide range of tools including legal opinions, by producing speeches, reports, briefings, consultation responses, parliamentary evidence, and contributing content for online and social media content and external media statements.

Supporting the Head of Strategy, you will be responsible for providing legal and policy advice on human rights issues relating to children and young people in Scotland, and working with colleagues in Commissioner's offices across the UK, Europe and internationally.

The key strategic issues impacting on the post will be:

- The Commissioner for Children and Young People (Scotland) Act 2003; the Children and Young People (Scotland) Act (2014); the United Nations Convention on the Rights of the Child (Incorporation)(Scotland) Bill
- International human rights instruments, particularly the United Nations Convention for the Rights of the Child (UNCRC)
- Developments in domestic and international human rights law
- Children and Young People's Commissioner Scotland Strategic Plan 2020-24

Responsibilities:

- Providing advice on legal and policy issues relating to children and young people's human rights. Developing, reviewing and advising on positions relating to law, policy and practice affecting children and young people with the aim to produce high-quality reports, briefings, speeches, relevant content for social media, and consultation responses for a range of internal and external audiences.
- Conducting legal and policy research as required across the work of the office.
- Monitoring human rights developments in law and policy.
- Providing advice and support in relation to the exercise of the Commissioner's powers.

- Providing (with other team members where appropriate) proportionate and effective responses to children's rights issues raised with the Commissioner.
- Developing and maintaining networks at domestic and international level to support the work of the office.
- Ensuring that children and young people are fully involved in the strategic work of the office.
- Working collaboratively with all teams and stakeholders to achieve the office's strategic objectives.
- Ensuring the efficient and timely management of an assigned workload.
- Delivering public presentations including giving parliamentary evidence relating to the work as required.
- Providing efficient administration and record keeping in compliance with relevant legislation.
- Any other roles and tasks which are commensurate with the scale and scope of the post.

Essential Requirements:

The successful candidate must have:

- A degree level qualification in a relevant discipline such as law, social work or social sciences or significant experience in a relevant field.
- A minimum of five years' satisfactory relevant post-qualification experience.
- Experience of developing positions and providing advice in a relevant area of law relating to human rights.
- Sound knowledge of the UN Convention on the Rights of the Child (UNCRC) and other international and regional human rights law and mechanisms and how they impact domestically.
- Good awareness of Scottish and UK political and justice systems and an ability to shape advice based on the external environment.
- An excellent capacity to develop, manage and maintain effective working relationships internally and externally.
- A proven ability to influence and inform key stakeholders including elected members, officials, academics, NGOs, public sector and others.
- Effective legal and policy research skills.

- A commitment to working closely with children and young people to ensure legal and policy work is informed by their views and experience.
- Sound judgement, good decision-making and proven skills and passion for putting children at the heart of policy development and legal analysis.
- The capacity to undertake high volumes of work and delivering to strict deadlines while working effectively in teams in a fast moving and often reactive multi-disciplinary environment.
- Computer literacy including an understanding of and familiarity with the use of Microsoft based software.
- A proven track record of creating presentations and drafting human rights-based policy and legal advice.
- Excellent written and oral communication skills.
- A commitment to a rights-based approach to work and in particular to the meaningful participation of children and young people.
- A creative, innovative and flexible approach.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the office.

Desirable Requirements:

In addition, the successful candidate may have:

- A broad understanding of domestic and international law as it affects children and young people.
- Experience of working in the Scottish political environment.
- An understanding of the public sector in Scotland.
- Experience of working directly with children and young people.
- A working knowledge of an additional language.
- Relevant postgraduate qualification.

This post is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland. Where the contents of a PVG Scheme record are not satisfactory, we reserve the right to terminate employment. Candidates will be required to produce original certificates to enable us to verify qualifications.

* Disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

We consider you to be care-experienced if you have ever been looked after in local authority care (for instance if you have been in foster care/kinship care/residential care, or have been looked after at home on a compulsory order).