

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

Finance and Administration Assistant

Full time, 37 hours per week
Grade 2 (£25,125 – £28,998)
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.

**All applications are welcomed
and must be submitted before
13:00 on 29th July 2022.**

**Interviews will take place 15th August 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 by returning an application
form 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)





Are you an experienced administrator with sharp organisational skills seeking a unique and exciting opportunity to work in a fast-paced, forward-thinking organisation?

Are you someone who thrives on producing accurate and timely work? Would you like the chance to work with children and young people? Then we want you to join us.

We're looking for an enthusiastic, motivated Finance and Administration Assistant to join our team.

This role would ideally suit someone who wants to be actively involved in the organisation and running of our vibrant office.

Role Summary:

The Finance and Administration Assistant will work in the Corporate Services Team, reporting to the Head of Corporate Services.

The successful applicant will be responsible for the administration function of our busy office and will also assist the team in ensuring that financial transactions are recorded in a timely manner and provide the office with sound organisational skills, in a unique, cross-cutting role.

Due to the cross-cutting nature of this position, you will be required to perform all admin tasks, in addition to working directly with children and young people. This role requires you to be able to multi-task whilst ensuring accuracy.

The key strategic issues impacting on the post will be:

- The Commissioner's Strategic Plan 2020-24.
- Prompt Payer's Code as set out in the 1998 Act.





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.

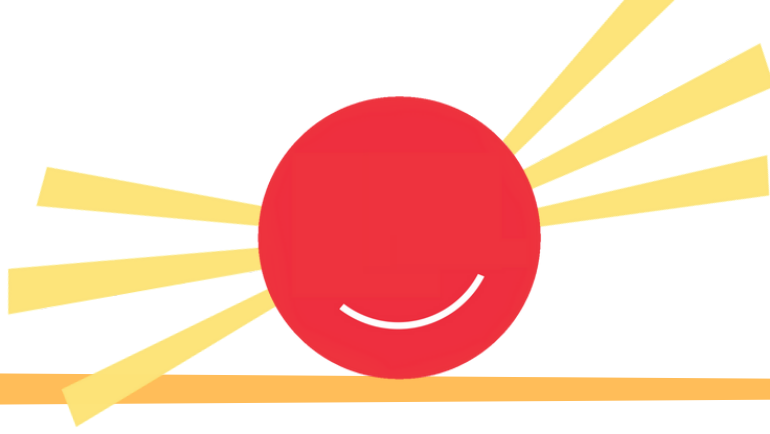
Children and young people don’t have the same economic or political power as adults.

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.





Who we are

The Children and Young People's Commissioner Scotland is an independent statutory body. The office has a current budget of £1.3 million and a multidisciplinary team of 15 staff based in an office in central Edinburgh but working all across Scotland.

Scotland's children and young people have told us that they need fierce champions for their human rights: people who share our values of bravery, independence, leadership, participation, and respect.

You'd be joining the Commissioner, Bruce Adamson, and his hard-working and committed team striving to influence and drive progressive law, policy and practice within children's human rights. We do this by:

- Raising awareness and understanding of children's human rights.
- Reviewing law, policy and practice relating to children's human rights.
- Promoting best practice by service providers.
- Promoting, commissioning, undertaking, and publishing research to promote better implementation of children's human rights.

In doing this, the Commissioner must have regard to the United Nations Convention on the Rights of the Child (UNCRC) and act in a way that encourages equal opportunities. We must also encourage the involvement of children and young people in the work of the office and consult relevant organisations working with, and for children and young people, placing a particular emphasis on those who are less likely to be included or listened to, and those whose rights are most at risk.

We currently support three Young Advisers groups aged 14-17 and work closely with them on specific projects as well as core aspects of our governance.



Why join us?

You'll be valued as an essential part of a busy team, working every day to make an impact in children and young people's lives in Scotland.

You'll also get the chance to work directly with children and young people.

We are a vibrant, multidisciplinary team and pride ourselves on living our values of bravery, respect, participation, independence and leadership. Our 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.

Not only do 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. This package rewards the team for the work they do, and ensures that work-life balance and wellbeing is top priority.

Our employee benefits package includes:

- Competitive salary.
- Generous employer contribution pension of 27%
- 30 days annual leave plus additional 10.5 observed public holidays.
- 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 eight sessions of counselling.
- Flexible working policies allowing you to balance your home and work, including working from home and flexible working hours.
- Competitive maternity and sick leave policies, always ensuring health and wellbeing.



Responsibilities:

To provide administrative support to the office including, but not restricted to:

- Supporting the Head of Corporate Services with human resources administration.
- Administrative support to Corporate Services Officer.
- Timely and accurate recording of invoices.
- Organising internal and external meetings, including collating and sending papers, inviting delegates and minute-taking.
- Assisting with the planning of travel and events including the liaison with venues, contractors and speakers.
- Supporting our participation work including arranging meetings and travel with young people and their families.
- Updating website and social media where appropriate.
- Provide technical support to office.
- Monitoring of Fixed Asset Register.
- Processing incoming and outgoing mail and responding to requests for information and resources.

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

Essential Requirements:

The successful candidate must have:

Knowledge and experience

- Educated to Higher level or equivalent relevant professional experience.
- At least 2 years' experience in a office based administration role.
- Demonstratable competency in Microsoft Office applications and SAGE, including operating of design IT platforms.

Leadership

- Having sound judgement and ability to act on own initiative and prioritise own workload.



- Gravitas to deal with complex operational challenges with professionalism.

Participation

- Excellent written and oral communications skills including ability to communicate to different stakeholders.

Bravery

- A proven track record of a proactive, solution-based approach.
- Ability to critically evaluate options and make sound decisions and recommendations in a fast-paced environment.
- Organisational skills and an ability to undertake high volumes of work, to a fast pace and delivered to strict deadlines.

Independence

- Experience of taking ownership and being accountable for work and encouraging others to do the same.

Respect

- An excellent capacity to develop and maintain effective working relationships internally and externally.
- A proven track record of working effectively in teams in a multi-disciplinary environment.

Desirable Requirements:

The successful candidate may have

- HNC/HND in relevant subject.
- An interest in working directly with children and young people.
- An interest in children's rights and civil society.
- An understanding of the public sector in Scotland.

Appointment to 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 withdraw the offer of employment.

Successful candidates will be required to produce original certificates to enable us to verify qualifications and right to work in the UK.

* 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.

* Care-experience includes anyone who has 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).

