

Project Lead

**UNCRC Implementation Skills and
Knowledge Framework and Training Plan:
Participation and Co-production Strand**

JOB DESCRIPTION

We are seeking to recruit a highly motivated individual to lead on the delivery of **the Participation and Co-production Strand** of this new partnership project. The post holder will be driving the engagement with children and families as well as professionals throughout the project.

This exciting new role in Children's Parliament will sit in the Capacity Building Team whose central role is to work with individuals, organisations and public bodies to build their capacity to deliver children's rights framed under the United Nations Conventions on the Rights of the Child (UNCRC).

Hours: Full time – 35 hours per week

Salary: £30,815

Location: This is a Scotland-wide post with an administrative/office base at the Children's Parliament HQ in Edinburgh, the formal location for the post. Regular attendance at Children's Parliament HQ is required. An element of home working can be accommodated.

Duration: This is a permanent post. The UNCRC Implementation Skills and Knowledge Framework project is funded until March 2024.

Reports to: Programme Manager - UNCRC Capacity Building

Direct Reports: 1 x Full Time Project Worker (UNCRC Implementation – Skills and Knowledge Framework)

Children's Parliament seeks to maintain a generous approach to our work and puts kindness, trust, empathy and respect at the heart of our work, internally and externally.

Children's Parliament is an equal opportunities employer. All applicants are treated equally and fairly throughout the recruitment and selection process.

CONTEXT

The UNCRC is set to become enshrined in law in Scotland. This is an exciting time for the progression and realisation of children's human rights. An important aspect of the work we all need to do is to ensure that the rights of all children are respected, protected and fulfilled by duty bearers who are confident in their use of a child rights approach to upholding all their statutory duties.

Duty bearers are made up of all the paid and volunteer workers who deliver 'functions of a public nature.' This recognises that all children across Scotland should have equal treatment and redress, regardless of whether the service they receive is provided by the local authority, 'contracted out' or accessed privately. Functions of a public nature cover many areas, and our work will do more than simply consider the workforce in 'children's services' because children and young people are engaged with and impacted by all public services.

The organisations JustRight Scotland, JRS Knowhow, Children's Parliament and Together Scotland have formed a partnership and been commissioned by the Scottish Government to develop a UNCRC Implementation Skills and Knowledge Framework. In the project envisaged we see duty bearers as learners who we must support to better understand the UNCRC and what it means for their work.

The process of developing the Skills and Knowledge Framework and an associated Training Plan is iterative in nature, and concerned with engaging all the partners in a co-production process so that what we build together is fit for purpose. We will be undertaking a scoping exercise to map and curate all that is already good and available to build workforce capacity and will identify learning needs of staff. The detailed scoping of the knowledge and skills required to take a children's rights approach starts from the baseline established in the [Common Core of Skills, Knowledge, Understanding and Values for the Children's Workforce](#), as published by Scottish Government in 2012.

As we do this scoping and development work a further key plank of the project is what we call the Participation and Co-production Strand. This will see us work with two Panels – a Children and Families Panel and a Professional Panel. It is the support of these Panels that will be the focus of our Children's Parliament staff including the Project Lead.

More details about the two Panels in the Additional Information at the end of this document.

OVERVIEW OF ROLE

The post holder will lead the project known as the **Participation and Coproduction strand**. Working with a *Panel of Children and Families* and another *Professional Panel* with a membership of public authority colleagues, the Project Lead will ensure the lived experience, insight and voice of rights holders and practitioners with a developing understanding of their role as duty bearers, are the foundation of the developing Framework, Plan and associated resources.

The work is grounded in a strong understanding of the rights of the child and the legislative and policy context for this work. The focus is on building relationships with children and families, and professional colleagues. The Project Lead will create a connection with other elements of the broader project, ensuring a coherence across strands.

The post holder and associate Project Worker will be embedded in one of the partner organisations, Children's Parliament, ensuring a supportive team environment day-to-day, and direct line management from *Children's Parliament Capacity Building Programme Manager*. The post holder will be ideally placed to connect current state of the art participatory practices to this new project. There will be direct professional links with colleagues at various levels in partner agencies, including Scottish Government. This includes working collaboratively with Together's staff team to engage with the Professional Panel. Working across a diverse set of relationships professional confidence and competence are paramount.

KEY AREAS OF RESPONSIBILITY

- To take lead responsibility for driving the Participation and Co-production strand of the UNCRC Implementation Skills and Knowledge Framework, in line with the rights-based approach to engagement.
- To line manage the Project Worker (UNCRC Implementation – Skills and Knowledge Framework)
- To develop a working knowledge of Children's Parliament's broad portfolio of work, particularly the work of the Capacity Building team.
- To lead the planning and facilitation of the Children and Families Panel to inform and influence the development of the Framework and the Training Plan. Activities will include recruiting panel members, equipping them with relevant knowledge and confidence, and supporting their participation through inclusive, fun, creative and respectful activities.
- To coordinate and co-facilitate the Professional Panel with Together Scotland, to ensure key stakeholders in the workforce have a chance to influence the development of the Framework and the Training Plan.
- To work collaboratively with JustRight Scotland, JRS Knowhow and Together on other elements of the broader project, ensuring coherence across strands.

- To represent Children's Parliament and nurture positive and effective relationships with internal colleagues, partners and key external stakeholders, with a specific focus on building strong relationships and coordinating communication between Children's Parliament, project partners and Scottish Government.
- To oversee the administrative and logistical organisation of the project including consent, materials, transport, and liaison with children, families and partner organisations.
- To deliver project activities within agreed time frames and budget.
- To manage the bursaries for participating families and professional panel members.
- To share the responsibility with other Capacity Building team members in supporting the capacity building elements of Children's Parliament projects.
- To work as part of the Children's Parliament team and ensure a close liaison with Co-Directors, Head of Programmes, and Programme Managers, keeping them abreast of delivery, developments and challenges and shaping opportunities to inform strategic work and culture change activities e.g. growing the Unfeartie movement.

The above list of duties is not exhaustive.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a relevant field, or equivalent experience.
Experience	<ul style="list-style-type: none"> • Management of a portfolio of work. • Rights-based practice. • Working alongside children and families as equals, respecting their rights and views, and encouraging their meaningful participation. • Working alongside professional colleagues in a group setting, managing complex relationships from a diverse range of roles. • Working collaboratively with partners on a joint project. • Developing/facilitating CLPL/CPD with adults. • Monitoring project expenditures in line with budget • Staff support and supervision. • Writing and publishing project reports, training tools and resources. • Building relationships and representing the project in day-to-day, community and professional relationships. • Experience in using social media in a professional context.
Knowledge + Understanding	<ul style="list-style-type: none"> • The United Nations Convention on the Rights of the Child. • Common Core of Skills, Knowledge and Understanding and Values for the "Children's Workforce" in Scotland.

	<ul style="list-style-type: none"> • Scottish Government Action Plan for Children's Rights • UNCRC (Incorporation) (Scotland) Bill • Awareness of the diverse policy and guidance driving implementation of UNCRC in Scotland. • The range of public authorities (service landscape, policy, legislative context) with duties under new legislation regarding the UNCRC.
Skills + Abilities	<ul style="list-style-type: none"> • Project management including excellent time and organisational skills. • Imagination and creativity when developing creative approaches to work with children, families and public sector colleagues. • Facilitating groups of children and adults. • Developing and delivering training/professional learning with adults. • Experience of working in both participation and training contexts in digital spaces and in person. • Clear and confident communicator, both written and verbal, with experience of report writing, resource development and experience of engaging with a range of professional colleagues. • Ability to identify and respond quickly to new opportunities. • Flexibility and an ability to produce work at short notice. • Ability to prioritise and complete tasks in a timely fashion. • Effective use of IT. • Ability to work independently and from home as/if Covid-19 restrictions require.
Other	<ul style="list-style-type: none"> • Passionate about children's human rights • Work within the values of the partner organisations • Full driving licence desirable

SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

Working week:	35 hours per week. Core hours are normally between 8am and 6pm Monday to Friday but in the nature of work with families some may be out with these times, including occasional weekend work. Any such requirement will be planned.
Annual leave:	30 days + 10 days public holiday per year.
Place of work:	This is a Scotland-wide post with an administrative/office base at the Children's Parliament HQ in Edinburgh, the formal location for the post. Regular attendance at Children's Parliament HQ is required. An element of home working can be accommodated.
Travel requirements:	Opportunities may arise which will involve travelling within Scotland and occasional overnight stays.
Pension:	A contributory pension scheme is in place.
Probation period:	3 months.
Sick pay:	2 months full pay and 1 month half pay within any 12-month period.

ABOUT CHILDREN'S PARLIAMENT

Our Dream

Our **dream** is that children grow up in a world of love, happiness and understanding.

Our Mission

Our **mission** is to inspire greater awareness and understanding of the power of children's human rights and to support implementation of the United Nations Convention on the Rights of the Child (UNCRC) across Scotland.

Our Priorities

1. **Demonstrate:** We will work with partners locally and nationally to demonstrate a children's human rights approach in practice
2. **Influence:** We will work with children and partners to influence national legislation, policy and practice, to systematically implement the UNCRC
3. **Build Capacity:** We will work with individuals, organisations and public bodies to build their capacity to deliver children's rights
4. **Grow the Movement:** We will help drive cultural change across civil society to create a nation that values children and delivers their human rights
5. **Strengthen our organisation :** We will continuously improve our systems and processes to deliver our goals

We will deliver our priorities in a manner which embodies our organisational **values**, which are:

- **Unfeart** - Because we speak truth to power and we are prepared to be different
- **Creative** - Because we will find the path we need to make rights real
- **Kind** - Because it allows us to connect and understand the world through others' experiences
- **Fair** - Because we recognise that equity requires each child to have what they need and that this will be different for every child

For more information about Children's Parliament: www.childrensparliament.org.uk

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ADDITIONAL INFORMATION

About the *Children and Families Panel*

We will establish a Children and Families Panel, representing the diversity of the population in terms of geography and other protected characteristics. The work of all the partner agencies has always focused on ensuring the engagement of children, families and representative groups working in communities experiencing poverty, social exclusion and who are seldom heard.

Our families will be recruited with the support of our networks. Recruiting 15 families will likely mean we engage with approximately 30 to 40 children from early years to 18 years old along with approximately 25 parents/carers. Recruitment and engagement will start at the very outset of the project, so that participation is supported throughout the development and all iterations of the Framework and Training Plan. Families will be invited to take part in an inclusive, fun, creative and respectful induction process, equipping them with the knowledge and confidence they can then bring to a shared exploration of how we make children's human rights real through our public services.

While we will strive to make our panel of children and families broad based and representative, we appreciate that in the course of the project there may be specific issues or themes we want to address that might require extending engagement to others. The partner organisations are well placed through existing networks to reach out to other agencies and families if this is helpful.

As lead partner in the children and family engagement, Children's Parliament has long had an interest and practical history of family engagement. The UNCRC is very much connected with the experience of family life, and parents and carers are respected as grounding the child in love, happiness and security, the basis for a good childhood. As long ago as 2005 the then Scottish Executive supported Children's Parliament to examine the interface between family life and children's rights via the Wee Democracy Project [Wee Democracy - Children's Parliament \(childrensparliament.org.uk\)](http://childrensparliament.org.uk) and we have continued this commitment to respect for the role of families as their child's primary educator, carer and advocate. The Wee Democracy Project was an example of Children's Parliament creative approaches, we worked in family homes and using storytelling and the Arthurian legends we saw families explore how we make family life the heart of our democracy.

In this project, children and families will be asked to engage in at-home activities together, via activity packs and challenges sent to them. In the course of the pandemic, Children's Parliament has successfully used such approaches to engagement when face-to-face was not possible and we have found that children and families enjoy working together at home with real hands-on resources, then subsequently reporting back. Some of these family sessions will be supported by our staff, present in the family home.

Family members will also engage in digital sessions where we will work with younger children supported by parents, with older children/young people more autonomously, and with parents/carers as a distinct group also.

We will also bring families together on two occasions in the course of the project, meeting in small gatherings as close to their home base as possible. All costs of engagement will be met by the project.

We propose that each family will receive a family activity bursary of £500 that they can use as part of their working together as a family, to be used in any way that builds family engagement and connectivity.

Via these at home, digital and face-to-face gatherings children and families will address key questions of the work:

- *What do our public services need to know and understand about children's lives?*
- *About family life in contemporary Scotland?*
- *How will we know that our public services respect and fulfil the rights of the child?*

In our engagement with children and families, we will capture insight and key learning and integrate this into the developing Framework, Plan and associated resources. Specifically, it is our intent to make the experience and voice of children and families front and centre in the materials. This will be through creative outputs but especially through film and audio that is woven through outputs. While we can learn from others in the initial scoping work it is crucial that this Framework, Plan and resources are self-evidently grounded in the experience, aspirations, 'voice' and the rights of our children and their families.

About the *Professional Panel*

We will establish a Professional Panel consisting of practitioners and middle managers, representing the range of roles and purposes of the public sector workforce, and diversity in terms of geography and types of services. The panel should also reflect those working in connected sectors such as third sector partners and training providers.

We intend to establish a panel of approximately 20 individuals who would be recruited at the outset of the project and work alongside the process throughout the commission. We will recruit through our well established networks and professional relationships.

This panel will bring insight and 'sense check' developments through what we will establish as an iterative process. Panel members will be supported to reach a sound understanding of children's human rights and rights based approaches; this learning phase will be invaluable as an early insight into need. They will bring their own professional expertise and insight in terms of the role, value and importance of the work undertaken by the public authority workforce.

The full panel will meet monthly, digitally, working as both one group and in breakouts. They will also meet in person on two occasions, at the outset and around month 12. Between full sessions there will be scope for thematic or sectoral sessions. Additionally, panel members will be encouraged to undertake some learning and development work in their own setting that they can share and use to inform the wider project.

A small professional development bursary of up to £300 will be available for each panel member to undertake some learning or research. As an example, without defining these too much in advance, a panel member might want to bring a group of colleagues together for a series of 'lunch and learns' and explore the issues at the heart of the project. Or they might need travel costs met because they want to visit colleagues in another location to learn about their work and perspectives.

With the intent to mirror the work of our children and families, the Professional Panel will explore similar questions, including:

- *What do our public services need to know and understand about children's lives?*
- *About family life in contemporary Scotland?*
- *How are we doing across our public services when it comes to giving meaning and relevance to the common values we articulate for our children and families? What does improvement look like?*