

LEARNING & DEVELOPMENT WORKER

Vacancy | September 2022



JOB DESCRIPTION

Responsible to: Deputy CEO and Policy Lead
Salary: £28,000
Hours: 35 hours per week
Term: Permanent
Location: Home-based with occasional travel across Scotland

Forces Children Scotland supports children and young people from serving, reservist and veteran families across Scotland to realise their potential and thrive. We co-produce services and projects to overcome unique challenges to mental health and wellbeing, education and learning, important transitions and much more. We provide life-changing experiences to develop new skills, build confidence and forge new friendships through a sense of belonging and shared experience. We co-produce impactful campaigns which amplify lived experience, transform attitudes and make big changes at local, regional and national levels. We provide financial support when it matters most to young people caring for loved ones and we help students to realise their potential and thrive at college or university.

Purpose of the role

To achieve our vision, those supporting children and young people from armed forces and veteran families to realise their potential and thrive must be supported to better understand the unique experiences they face and how this can impact education and learning. Young people tell us that improved knowledge about their lives can help make sure they feel heard, their experiences recognised and reduce the feeling of difference.

To help us achieve this, the postholder will lead on the design and delivery of learning and development opportunities to support understanding, across the sector, of the unique support needs of children and young people from armed forces and veteran families. Working collaboratively with other teams and young people, the postholder will co-develop regular content for our new website, ensuring it is a vibrant learning platform for educators and professionals. This will be augmented by development of a wide range of co-produced resources to support continual learning and development.

Additionally, the post holder will have the responsibility of the development and delivery of a bespoke Advisory Service for children, young people from serving, reservist and veteran families and those around them, creating a safe, non-judgemental space for exploration around children's rights, entitlements, advice and signposting relating to any aspect of their lives, such as the transition between wider UK and Scottish education systems.

Forces Children Scotland (formerly known as Royal Caledonian Education Trust)
Scottish Charity Number: SCO38722
Patron: Her Majesty The Queen

Registered Address: 15 Hill Street | Edinburgh | EH23JP

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The postholder will join Forces Children Scotland at an exciting time following the launch of our new Strategic Plan and will have a pivotal role in developing our influencing and co-production approach.

Responsibilities and Duties

External

- To lead on the co-creation and delivery of learning and development opportunities to support understanding across the sector of the needs of children and young people from armed forces and veteran families.
- Identify and develop regular website content of relevance to the overall learning programme, ensuring it is a vibrant platform for a wide range of stakeholders
- To develop learning content across a wide range of formats, reflective of learning styles, needs and preferences.
- To develop and deliver Forces Children Scotland's new advisory service, responding to enquiries from children, young people, parents, carers and professionals.
- To ensure the training and resources align with the policy agenda and research evidence related to Armed Forces children, young people and families, including veteran families.
- To develop, mobilise and deliver collaborative programmes of work with partners to achieve positive outcomes for Armed Forces children, young people and families.
- To work with partners at strategic and operational levels across health, education, social care and the voluntary sector to develop collaborative projects and resources to improve transitions for families moving into and out of Scotland.
- To maintain oversight of good practice across the sector within the UK and beyond to ensure best practice underpins the development of learning opportunities and resources.
- To build networks and partnerships to achieve collective impact across the sector.
- To establish academic relationships and secure participation in the design and delivery of relevant research projects.
- To ensure activity results in tangible improvements in the experiences of Armed Forces children, young people and families.

Internal

- To ensure external policy direction and research informs, and is influenced by, the wider work of Forces Children Scotland.
- To work alongside the Forces Children Scotland Participation Manager to ensure a coproduction approach underpins all new work.

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- To work alongside the Forces Children Scotland Communications Manager to ensure our work is promoted externally.
- To work with Forces Children Scotland's Fundraising Manager to secure additional funding for new opportunities and research involvement.
- To ensure any externally funded activity is monitored and evaluated and achieves desired outcomes.
- To understand and comply with Forces Children Scotland's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- To identify any other opportunities to develop Forces Children Scotland activity to achieve our ambition.
- To undertake any other relevant duties as requested by your Line Manager.

PERSON SPECIFICATION

Skills and Experience

Essential

- Professional graduate level qualification and/or experience working in a relevant field e.g health, education, social care, community education, etc.
- Experience of developing and delivering training/learning opportunities and resources.
- Experience of using a variety of learning approaches and methods.
- Experience of planning and delivering in person and digital learning events.
- Experience of establishing and working within cross-sector partnerships.
- Experience of developing learning activities based on research and voice of lived experience.
- Experience in the field of mental health and wellbeing and/or education, including an understanding of the current research/evidence base.
- Understanding of trauma, adversity and attachment.
- Understanding of developing and delivering new learning opportunities co-produced with children and young people.
- Understanding of the issues affecting children, young people from armed forces and veteran families.
- Experience of working within a child protection framework.
- Strong organisational, interpersonal and communication skills, including facilitation.
- Solid IT skills (Word, Excel, PowerPoint, Access, Outlook).
- Ability to work effectively within a small team, using own initiative, prioritise and organise own workload.
- Experience of using social media platforms in a professional context.

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Desirable

- A minimum of 5 years' experience in working with children and young people/sector.
- Experience of working in the Armed Forces Children's sector.
- Strong understanding of the Scottish education sector.
- Experience of working with academic establishments across the UK and beyond and in disseminating research.
- Experience of new business development and in working with and reporting to funders.

We particularly welcome applications from people with experience of living in an armed forces or veteran family.

Pension Scheme

Forces Children Scotland offers a Pension Plan, with Smart Pension. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to statutory minimums) with Forces Children Scotland contributing up to 4% of gross salary.

Annual Leave

Forces Children Scotland leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave (including public holidays). These allowances are pro-rata for part time employees.

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