

Job Description: Policy and Participation Manager

We are looking for a caring, confident, creative, and experienced individual to join our small, ambitious and passionate team, to maintain and build supporting trusting relationships with colleagues, the intandem portfolio, young people, and stakeholders. This is an exciting role to ensure the voice of care experienced young people is heard and we use their voice and evidence from our research to make change to #keepthepromise.

The Role

Job Title	Policy & Participation Manager
Reports to	intandem Fund Manager
Fund	intandem
Location	Your role is office-based for contractual purposes, however this can be delivered flexibly. The role will involve travel to attend meetings and occasional events.
Contracted Hours	28 hours per week (0.8FTE), however we are open to discuss a range of flexible working options. Fixed 8 month contract with extension dependent on funding.
Salary & Benefits	<p>£31,000 to £36,000 pa FTE dependent on experience.</p> <p>9.25% employer pension contribution (salary sacrifice scheme available).</p> <p>Full private medical insurance with option to include family members.</p> <p>4 x salary Death in Service cover.</p> <p>29 days annual leave plus 8 days public holiday.</p> <p>We offer a positive and supportive work environment alongside regular training and development opportunities.</p> <p>We have an active wellbeing programme led by the staff team as well as a calendar of social events and team building days.</p>
How to apply	<p>Deadline for applications: 5pm Sunday 27th November '22.</p> <p>Apply by completing an application form and sending it to recruitment@inspiringscotland.org.uk.</p> <p>Interviews will be held on Thursday 1st December '22 (in our Edinburgh office).</p>

Fund Context and Role Purpose

intandem is a national mentoring programme, funded by Scottish Government and The Robertson Trust, offering mentors to children and young people aged 8 to 14 years old who are living at home with support from their local authority or with extended family in kinship care. intandem is a voluntary programme with young people who want a mentor connecting weekly with a trained volunteer mentor to have fun, build a trusting relationship and work toward goals. An intandem coordinator helps enable and support this mentoring relationship. intandem is offered in 19 local authorities across Scotland through our 12 partner charities.

With funding from The Promise: A Good Childhood we are looking to recruit a Policy & Participation Manager to:

1. Lead the implementation of our participation strategy across intandem and our 12 partner charities. Review current activity across intandem, share best practice and further develop our collective approach to participation. This work will be informed by the views of children and young people, and our partner charities.
2. Manage and develop our young person's forum InVoice, now in its second year. Support the development of their structure and ambitions, to ensure that voice and participation remain at the centre of the design and delivery of intandem, and that this is shared with others in the mentoring community and beyond.
3. Work with internal colleagues and our partner charities to ensure there are a wide range of opportunities for children and young people to influence the development of intandem and Inspiring Scotland.
4. Support our policy and influencing work, particularly in light of the ongoing work of The Promise. This will be done through building relationships with external stakeholders, sharing our learning with others, and identifying opportunities to further develop intandem.
5. Take forward and implement recommendations, including further research, from our work exploring gaps in transition support in order to better support young people as they get older.

Responsibilities & Key Tasks

1. General

- Promote meaningful participation by children and young people across intandem and support a rights-based approach.
- Develop and sustain in-depth understanding of policy, practice and research that affects children and young people, particularly those with care experience.

2. Voice and Participation

- Further develop and lead the implementation of our participation strategy across intandem.
- Support, develop and grow intandem's young person's forum, InVoice, including planning and facilitation of meetings, events and influencing activities.
- Ensure a diverse range of young people with care experience help inform intandem's work and contribute to decision-making. Manage positive relationships with intandem coordinators and members of InVoice and their carers (as required).

3. Policy and Influencing

- Work with colleagues to share learning with a wide range of stakeholders in order to influence change in Scotland.
- In liaison with colleagues, and where appropriate, ensure young people who want to are supported to participate in influencing activities.
- Lead and/or contribute to policy consultations and calls for evidence on policy influencing priorities for intandem and major funders.

4. Evaluation and Evidence

- Review and implement recommendations from intandem's research exploring gaps in transition support for children and young people.
- Analyse and cross-reference learning and evidence from intandem research to obtain the broadest and deepest learning possible to influence change for care experienced young people.

5. Relationships

- Regular liaison with intandem Fund Managers, InVoice members, intandem's 12 partner charities coordinators and service managers.
- Participation in all relevant Scottish Government and funder meetings.
- Develop new and maintain existing relationships with external stakeholders.

Person Specification

We are looking for a motivated, relationship-driven individual with a positive attitude. The successful candidate will be an excellent communicator with both internal and external stakeholders at all levels of seniority. The successful candidate will have an empathy and understanding of the strengths of, and issues affecting children and young people and will be committed to Inspiring Scotland's vision, mission and values.

As this role involves working with children and young people, you will be required to obtain a PVG scheme membership through Disclosure Scotland which Inspiring Scotland will process for you. We will confirm employment after successful completion of PVG membership and any other necessary checks including references. Having a criminal record will not necessarily prevent an individual from working at Inspiring Scotland. We will only seek information if the nature of the position or work entitles us to ask about spent or unspent convictions.

Experience & Key Competencies / Essential

- Strong interpersonal skills, with the ability to work effectively in a team (both remotely and in person) and with stakeholders.
- Ability to maintain and build meaningful relationships with key intandem stakeholders, including young people, our 12 partner charities, InVoice members and our funders.
- Strong project management skills with the ability to manage multiple projects.
- Creativity, a positive "can-do" attitude and ability to anticipate problems and proactively suggest/find solutions.
- Reflective and analytical skills, with the ability to find, absorb and summarise information from a variety of sources into different forms for a range of audiences.
- Strong communication skills, including experience of writing and delivering tailored communications.
- Strong organisational skills and the ability to manage your time effectively and work to deadlines
- Ability to support delivery of programme strategy and goals in line with intandem/Inspiring Scotland's mission and values.

- An understanding of evaluation methods.
- Systematic attention to detail and accuracy.
- Strong digital skills. At Inspiring Scotland, we use Microsoft Office in particular Outlook, Teams, Word & PowerPoint and video conferencing software (MS Teams, Zoom)

About Inspiring Scotland

Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. Our mission is to inspire people, communities, organisations and government to work together to drive social change and transform lives. Our vision is that every person in Scotland can enjoy a happy, healthy life free from poverty or disadvantage.

We do this by raising funds from private individuals, trusts and foundations, Scottish Government and local authorities and investing in social funds addressing our strategic themes. These include improving the life chances for children and young people and supporting people who face barriers to inclusion because of discrimination and disadvantage to live flourishing lives.

Our aim is to amplify and strengthen the impact of organisations across civic society by helping them build their strength, resilience and reach. We raise funds with the aim of:

- providing long-term funding
- building organisations' capabilities through the skilled input of our staff and specialist volunteer network
- understanding and scaling impact through rigorous evaluation and organisational development
- developing and supporting voluntary sector leaders
- using skilled input from local communities and Scotland's business sectors
- acting as a catalyst for action and change with partners and contributors across all sectors

Inspiring Scotland monitors and evaluates the funds, supporting Scottish Government and intandem with sector data for current and future decision making.

We currently support over 500 charities across 18 social impact funds. In 2021/22 managed over £34.5m of investment in charities and not-for-profit organisations. We have 60 full and part-time employees.