

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

## **Participation Officer**

**37 hours per week, Permanent**

**Grade 4 (£37,932 – £47,244)**

**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 will be appointed by the King on the recommendation of the Scottish Parliament and is entirely independent of the Scottish Government.

**Applications by CV and covering letter  
must be submitted by 09:00 on Monday 6th  
March 2023**



**The interview process will be two stage,  
the first stage will be on 17th March 2023  
in Edinburgh**

**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](mailto:recruitment@cypcs.org.uk)**

**Website: [www.cypcs.org.uk](http://www.cypcs.org.uk)**

**Facebook: [www.facebook.com/cypcs](https://www.facebook.com/cypcs)**

**Twitter: [twitter.com/cypcs](https://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.**

**Role Summary:**

The Participation Officer will work in the Commissioner's Strategy Team, reporting to the Head of Strategy. You will be responsible for leading the office's participation activity, a core function for the Commissioner's office and the heart of all of our work. You will support the office to seek and act upon the views and concerns of children and young people and be a fierce champion to promote and protect their human rights. All staff in the Commissioner's office are involved in direct work with children, but you'll be the participation specialist, supporting and encouraging the team to deliver to the highest standards.

This is an outstanding opportunity to shape and lead our participation work during a time of exciting change to the landscape of children's rights in Scotland, where the United Nations Convention on the Rights of the Child (UNCRC) will be incorporated into domestic law.

We are looking for a skilled and inspiring professional who wants to support young human rights defenders to hold decision-makers to account, in Scotland and internationally. Creating exciting and safe spaces online and in-person.

The role will make recommendations to the new Commissioner (due to start their 6-year term of office during 2023), on options to develop and enhance the participation approach of the office.

If you meet the criteria listed in the job description, we would love to hear from you. This post involves regulated work with children and vulnerable adults, appointment is subject to PVG scheme membership through Disclosure Scotland if successful.

## **The key strategic issues impacting on the post will be:**

- Relevant domestic law including the Commissioner for Children and Young People (Scotland) Act 2003, the Children and Young People (Scotland) Act 2014, and 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).
- The Commissioner's Strategic Plan 2020-24.

## **Responsibilities:**

- Maintain, develop and evaluate the Participation Strategy to embed meaningful participation of children and young people across all work undertaken by the Commissioners office.
- Coach the staff team through key stages of participation planning and preparation and foster internal development of participation skills across the office.
- Develop a programme of activities for Young Advisors working with the Commissioner and act as their key point of contact.
- Bring innovative and creative participation methodologies to our office.
- Develop and manage initiatives to enable children and young people who are seldom heard to participate in the Commissioners work.
- Manage partnerships and projects with external stakeholders to ensure the Commissioners office engages directly with a diverse range of children.
- Ensure implementation of child protection remit.
- Promote and develop good practice for the participation of children and young people.
- Identify, promote and create high quality and engaging resources.
- To work with the Head of Strategy in the development and sustainability of our participation function.

## **Essential Requirements:**

### **The successful candidate must have:**

- Educated to Degree level or equivalent significant experience in a similar role.
- Extensive and varied experience working directly with children and young people in a variety of settings, including training or session-based work.
- An in-depth understanding of participatory tools in working with children and young people, up-to-date knowledge of theory and practice.
- Experience coaching or delivering skills development training to colleagues.
- Knowledge of rights issues affecting children and young people in Scotland.
- Good understanding of equality and safeguarding issues.
- Significant experience of risk assessment and designing safe and inclusive participation activities, ability to prioritise child protection and the protection of vulnerable adults.
- Confident working with all children, in creative ways.
- Ability to focus resources on the delivery of objectives and key outcomes.
- Articulate and confident in working with a variety of stakeholders, excellent communication skills.
- Ability to deal with a range of complex and/ or highly sensitive issues relating to children.
- Flexible, able to manage and prioritise a varied and unpredictable workload.
- 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 Commissioner.



## **Desirable Requirements:**

- Degree in Community Education, Social Work, Teaching or a similar discipline.
- Formal training in children's participation.
- Project management skills, including the ability to work in complex settings with a number of stakeholders.
- Experience working with disabled children.
- Experience working with children and young people within digital service delivery.
- Experience coordinating residential activities and international travel with children and young people.
- Ability to create high-quality engaging resources including contributing to the CYPCS website.
- An understanding of community learning and development within the youth work sector.

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.

\* 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).



## 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.

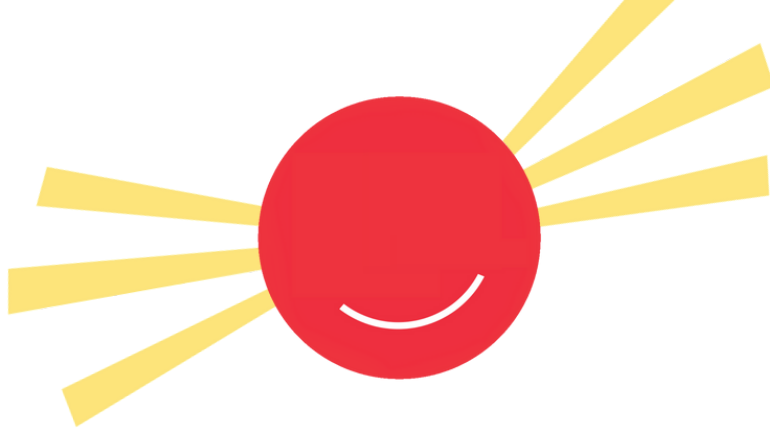
Children and young people don't have the same economic or political power as adults.

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's 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 Commissioner for Children and Young People Scotland is an independent statutory body. The office has a current budget of £1.4 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 office just as the current Commissioner Bruce Adamson ends his term of office, and a new Commissioner begins their 6-year term and sets out their vision. An exciting time.

The hard-working and committed team supporting the Commissioner strives 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.

## 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 design how we work with children and young people.

We are a vibrant, multidisciplinary team who 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. We believe that the Children and Young People's Commissioner Scotland 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 a top priority.

Our employee benefits package includes:

- Salary £37,932 - £47,244.
- 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 8 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.

