

**CARERS
TRUST**



**Policy and External Affairs Officer
(Education)
Recruitment Pack**

Policy and External Affairs Officer (Education)

Scotland

Contract: Three years fixed term contract, with possibility of extension.

Hours: Full time, 35 hours per week, flexible work options available.

Salary: £30,000 - £34,000

Location: Hybrid, anchored to the Glasgow Carers Trust office minimum 1 day a week.

Why this role is pivotal to Carers Trust

The Policy and External Affairs Officer (Education) plays a pivotal role in advancing Carers Trust's influence for change in Scottish public policy, and to improve education outcomes to help transform the lives of unpaid carers.

The post holder will have their own remit of work whilst also supporting the wider team and organisation to achieve our goals. They will engage with a wide range of stakeholders including education professionals, unpaid carers, civil servants, elected politicians, local carer organisations and internal colleagues.

The successful candidate will support us to speak truth to power, ensuring unpaid carers' voices are heard through public policy development and influencing work. And will become an expert in the key issues facing unpaid carers in education.

This role is key to continuing to raise the external profile of our education work in Scotland and amplify awareness of the lived experience of unpaid carers in education to make positive change.

The post holder will work closely with the Programme Officer (Education) in Scotland to deliver successful results for Carers Trust Scotland's Supporting Student Carers to Excel and Caring is Learning initiatives.

We are looking for someone who will put unpaid carer voice at the heart of our policy and external affairs education work in Scotland.

About Supporting Student Carers to Excel and Caring is Learning

Both of these initiatives will jointly take programme development and policy and external affairs approaches to deliver the funded outcomes.

Supporting Student Carers to Excel

Unpaid carers face many barriers in accessing further and higher education alongside their caring responsibilities. We know this has to change. This programme will work with colleges and universities, local carer organisations and unpaid carers themselves to test new support interventions for unpaid carers of all ages accessing further and higher education.

The outcomes we will achieve through this work are:

- Student carers feel more able to pursue and succeed in further and higher education.
- Student carers will be more involved in influencing and shaping local and national policies and practices affecting them.
- Further and higher education professionals will be better equipped to identify and support student carers in Scotland.
- Increased partnership working between colleges and universities and local carer organisations to identify and maximise opportunities for student carers in Scotland.
- Scotland's colleges and universities become carer aware.

Caring is Learning

Research tells us that young carers in poverty are less likely to reach attainment goals in school. Our Caring is Learning programme, funded by The Robertson Trust, will support interventions to:

- Improve engagement with education and learning.
- Test local approaches to supporting young carers living in poverty in education.
- Increase the numbers of young carers moving into further and higher education, training and employment.
- Influence national practice in schools and beyond so that Scotland's education policies and practices support young carers to reach their potential, regardless of their caring responsibilities.

Caring is Learning will work collaboratively with our network of local carer organisations and wider education stakeholders, including schools, colleges, universities and strategic partners to ensure big change both locally and nationally. Monitoring and evaluation of interventions across three sites will produce a body of evidence on solutions that work for young carers and can have a lasting impact on reducing their poverty and trauma.

Our ideal candidate



Experience

- Proven experience in a policy, external affairs, research or influencing role.
- Experience of working directly with decision makers at national and/or local levels to influence for change.
- Analysing policy at a national or local level, formulating policy recommendations, and identifying influencing opportunities.
- A strong track record of writing policy publications, such as reports or briefings.
- Managing relationships with a broad range of partners to deliver positive change.
- Representing and speaking on behalf of an organisation at meetings, events or with the media.
- Supporting stakeholders - including those with lived experience - to be involved in policy or external affairs work.
- Leading engaging external events, meetings or functions, either in person or online.

Skills, abilities and personal style

- An ability to work both proactively and reactively in order to make best use of opportunities for influencing work.
- Clear and concise communication, both verbal and written, and is able to adapt information for varying audiences.
- An ability to prioritise competing demands, meet deadlines, and to organise own workload, whilst maintaining excellent attention to detail.
- Flexibility and the ability to work outside normal office hours on occasion, including some travel within Scotland and at times across the UK.
- Excellent administrative skills, including experience of Microsoft Office 365 (Excel, Teams, Outlook).
- Motivation to learn and develop in this role.

Knowledge, understanding and commitment

- Knowledge, understanding and empathy towards the needs of unpaid carers.
- An understanding of our ambition that all of our work is co-designed with unpaid carers and the services that support them. Our ideal candidate will share this commitment.
- Grasp of/willingness to learn about education and wider devolved policy that impacts unpaid carers and the services that support them in Scotland.
- Knowledge of national and/or local policy making processes.
- Understanding and commitment to equality, diversity and inclusion.
- Strong support for Carers Trust's purpose, vision and values.

Main responsibilities (not an exhaustive list)



The main responsibilities for this role are set out below. This is not an exhaustive list, with the expectation that this role will grow and evolve.

Policy, external affairs and influencing

- Champion the views of student carers and local carer organisations at national policy levels, including through responding to relevant policy consultations, in Scottish Parliament activity, Scottish Government advisory groups, and through engagement with key further and higher education decision makers.
- Ensure the views of young carers, young adult carers and local carer organisations are heard at local and national policy levels, including through relevant consultation responses, in Scottish Parliament activity and through engagement with key decision makers.
- Assess and monitor policy developments, with a focus on education, and the implications of this for unpaid carers and/or local carer organisations.
- Produce engaging reports, briefings, digital copy and articles for external use outlining and evidencing the need for change and potential solutions.
- Identify, establish and utilise influencing opportunities for Carers Trust in Scotland.
- Take a lead role on establishing and maintaining positive strategic partnerships with national further and higher stakeholders – such as Scottish Funding Council, SAAS and UCAS – to steer positive change for student carer support and rights.
- Support in developing and maintaining our strategic young carer and young adult carer partnership building with national stakeholders to steer positive change.
- Take a lead role on the development and delivery of our Scotland Young Carer Education Campaign, which will push for improved support and inclusion for young carers and young adult carers in education, including in national strategies.
- Support to develop and promote a range of information resources, such as social media content, website text and newsletter information that raises awareness and assists the roll out of the Young Carers Challenge for schools – a good practice intervention where schools can commit to having practices and policies to ensure young carers in education are supported – across all local authority areas in Scotland.
- Draft social media and website copy on unpaid carers, with a focus on education, to ensure these reach as wide an audience as possible, and contribute to shaping Carers Trust Scotland’s press statements.

Research and evidence gathering

- Lead the coordination of – with support from our Research and Involvement Officer (Scotland) and the Social Impact Team - the creation and distribution of an annual student carer experience survey, illuminating the lived experience of student carers in Scotland. Following data collection, produce a report with clear findings and develop recommendations on areas for future improvements.
- Gather examples of emerging issues affecting unpaid carers in education and/or services that support them, and how external developments/policies are impacting them.
- Work with unpaid carers directly and through local carer organisations/education institutions to develop examples of their personal stories of how caring impacts their lives, with a focus on education.
- Work with the Programme Officer (Education) to ensure research and evidence informs national education programme work.

Involvement and events

- Lead, plan and deliver the Supporting Student Carers to Excel learning exchange events for further and higher education professionals and local carer organisations to connect and share practice.
- Take a lead role in the planning and delivery of the Student Carer Conference - to share learning amongst the further and higher education sector, celebrate practice achievements, showcase impact and to lobby decision makers to support positive change for student carers.
- Co-plan and co-deliver with the Programme Officer (Scotland) regional Caring is Learning knowledge exchanges between participating schools, colleges, local carer organisations and others to ensure real time learning and programme evolution.
- Deliver presentations, webinars and events on issues relevant to unpaid carers in education and the services that support them, to a range of audiences both externally and internally.

Other responsibilities

- Be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- Work at all times within the values and policies of Carers Trust.
- Comply with the Health and Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- Have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- Respect the personal choice and lifestyles of colleagues, unpaid carers, and people with care needs, ensuring that equal opportunity principles are applied at all times.

How to apply



Please apply by uploading your CV and a supporting statement detailing how you meet the criteria listed as our ideal candidate via the Carers Trust website as instructed.

For an informal conversation about the role please contact recruitment@carers.org.

Application deadline: Sunday 8th September

Expected interview date: Mid September

We value a diverse and inclusive workplace and therefore strongly encourage applicants of all backgrounds to apply and join Carers Trust irrespective of age, disability, sex, gender identity, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

Carers Trust is committed to making our recruitment practices barrier-free and as inclusive as possible for everyone. This includes making adjustments or changes for people who have a disability or long-term health condition or caring responsibilities. If you need any reasonable adjustments for any part of the recruitment process for any reason please let us know, in confidence, to discuss these.