



EQUALITY | RESPECT | LOVE

Who Cares? Scotland Job Specification

Post title	Development Officer
Salary range	£24,147 - £30,184 per annum (pro rata)
Hours of work	21 hours per week (evening and weekend work required)
Contract	Fixed term
Area	Shetland
Base location	Hybrid
Responsible to	Membership and Participation Manager
Last update	March 2025

Who Cares? Scotland is Scotland's only national independent membership organisation for Care Experienced people. Our strategic vision is to secure a lifetime of equality, respect and love for Care Experienced people in Scotland. At the heart of Who Cares? Scotland's work are the rights of Care Experienced people and the power of their voices to bring about change. We provide individual relationship based lifelong independent advocacy and a range of connection and participation opportunities for Care Experienced people across Scotland. We work alongside Corporate Parents and others to broaden understanding and challenge stigma experienced by Care Experienced people. We create opportunities for people with lived experience of care to influence policy makers, leaders, and elected representatives locally and nationally to shape legislation, policy and practice. We do this collaboratively to build on the aspirations of [The Promise](#) and secure positive change.

Purpose of the post

The post is focused on creating and facilitating opportunities and activities for Care Experienced people, leading on participation to ensure Care Experienced people are able to share their views and experiences helping to bring about positive change.

The post holder will utilise and create opportunities for participation and belonging activities with Care Experienced people whilst supporting a range of events and other activities. Core belonging and participation activities will involve fun activities; issue-based group work; creative based group work; focus groups ;forums and events, both one-off and longer term in duration. The post holder will support volunteers and students on placement to utilise

participation skills to undertake the role. It will involve working closely with organisational partners and other services in to create new opportunities or develop existing ones.

Main duties and responsibilities Belonging and participation

1. To work closely with partners to deliver a programme of belonging and participation activities for Care Experienced people.
2. Create, support and facilitate participation offers for Care Experienced people to share their views and experiences.
3. To ensure that the networks through which Care Experienced young people can connect, develop and grow as individuals are maximised.
4. To utilise a range of communications channels and networks to promote belonging and participation materials to Care Experienced people.
5. To develop accessible and applicable tools and session plans/activities.
6. To work effectively with partners and Who Cares? Scotland colleagues to involve and engage a growing number of people with experience of care.
7. To contribute effectively to our strategic plan.
8. To support workforce development activities such as staff events and regular practice development forums.
9. To support local and national events.

Membership development

10. To implement and support the development of good practice, policies and procedures in relation to participation with Care Experienced people.
11. To coordinate, develop and monitor opportunities for Care Experienced people.
12. To create attractive offers locally to encourage Care Experienced people want to join our membership. To ensure meaningful offers are continually evolving co-designed by Care Experienced people.

Partnership working

13. To work closely with Who Cares? Scotland Volunteer Manager to ensure we are providing the best support available to volunteers serving those our services.
14. Deliver training in schools and training to corporate partners.
15. To work with the Membership and Participation Manager and the Fundraising team to identify and attract local funding and fundraising opportunities to enhance our local offer to Care Experienced people.
16. To develop and maintain good working relationships with relevant organisations, across the region, including the Local Authority, other Public Sector Corporate Parents and the Third Sector such as services in sport, leisure, the arts and digital technology.

Monitoring and evaluation

17. To ensure the funding requirements are met and that the impact of the work is recorded, monitored and evaluated.

18. To provide reports as required in relation to the participation and belonging programme to create a robust evidence base of impact for future funding opportunities.

Other Duties

19. To work collaboratively with other staff in the local authority area, providing cover for Development Officers on an occasional basis.
20. To undertake any other duties and responsibilities commensurate with the level of the post.
21. Be an ambassador for Who Cares? Scotland by upholding the staff code of conduct, adhering to policies and procedures and promoting values at all times.

Communication

The post holder will have key links with:

- Care Experienced members.
- Organisational partners (Local Authority; other public sector Corporate Parents; the Third Sector).
- The broader Who Cares? Scotland team, across Scotland.
- National networks supporting the development of effective Champions Board activity.

Teamwork alongside strong individual initiative will be crucial for the effective operation and imaginative development of the work.

Attitudes and values

Commitment to:

- Child rights.
- Human rights.
- Working inclusively with an understanding of equal opportunities practices.
- Belief that young people can make transformative change happen in their lives if given the opportunity.
- Working in partnership with Care Experienced people of all ages, empowering them to make decisions about their own lives.
- Developing best practice through regular supervision and training opportunities.
- Inter-agency, inter-disciplinary working to improve outcomes for Care Experienced people.

Working environment

Flexibility will be required given the remit of the role. Some evening and weekend work will be necessary.

Essential knowledge, skills and experience

Qualifications:

- While we would welcome the knowledge gathered through relevant qualifications, we are just as interested in relevant work experience.
- Demonstrable continuing professional development in relevant areas.

Knowledge:

Demonstrable knowledge of:

- The issues affecting Care Experienced people.
- Children's rights and Child protection issues.
- Current policy and practice in relation to Care Experienced people.
- Designing and delivering tailored participation sessions.

Skills and competencies:

- Ability to manage your time and workload effectively to meet deadlines.
- Ability to effectively evidence and plan work.
- Excellent communication and interpersonal skills, both oral and written.
- Ability to form positive relationships with children and young people.
- Ability to work collaboratively as part of a team and on own initiative.
- Excellent administration skills and the ability to produce high quality work.
- Good knowledge of the Microsoft office suite.

Experience of:

- Working directly with children and young people, both individually and in groups.
- Delivering training or engaging a range of audiences.
- Working in an inter-agency, inter disciplinary way.
- Report writing and evidencing practice and impact.

We welcome and encourage applications from those with experience of care.

