



Job Description, Person Specification and how to apply

Policy and Development Worker (Scottish Transitions Forum)

Location:	Home based. The post will involve travel to the ARC Scotland office in Eskbank and throughout Scotland.
Starting salary:	£36,500 to £40,000 (pro rata, depending on experience)
Hours:	17.5 hours p/w (additional hours may be available)
Status:	Permanent
Responsible to:	Director ARC Scotland

Purpose of job:

To improve the experiences of young people (14 to 25) who require additional support who are making the transition to adult life, and the adults in their lives.

For information about 'Principles into Practice' and 'Compass' see:
<https://www.pn2p.scot/>

Key Operational Responsibilities:

Provide support to local authorities and other partners to improve transitions through implementing the 'Principles into Practice' improvement framework.

Promote awareness and strategic support for 'Principles into Practice' from local strategic partners and national bodies, including those in education, health and social care.

Support the production of national and local data reports about transitions, using data provided by 'Compass'.

Work with partners who have additional specialist knowledge required to support the implementation of Principles into Practice, including child protection and the care system.

Inform and influence the improvement of transitions strategies and policy at local and national levels.

Other Operational Responsibilities

Support Scottish Transitions Forum members to work together to share knowledge and resources, and develop solutions to challenges.

Work with our software developers to support the development of transitions E-learning products and an online knowledge hub for professionals from relevant sectors.

Work with our software developers to support the continual improvement of the 'Compass' digital tool for professionals.

Support the development and delivery of transitions training and consultancy services.

Communication

Assist in collecting, collating and communicating relevant information essential to professionals concerning the statutory, policy and practice framework as it applies to young people in transition.

Assist in supporting awareness and use of 'Compass' amongst professionals.

Assist in promoting the work of the Scottish Transitions Forum and ARC Scotland through website, E-bulletin and social media by creating content relevant to your work.

Ensure that Scottish Transition Forum members are kept informed of developments and good practice relevant to young people in transition.

Monitoring and Evaluation

Produce monitoring and evaluation reports for the Scottish Government.

Monitor and collate Compass and other data to evaluate the impact of Principles into Practice and identify where further work is required.

Planning and Development

Work as part of the ARC Scotland team and contribute to the strategic planning and development of the Scottish Transitions Forum and other ARC Scotland activities.

Identify opportunities to develop new partnerships and alliances that will support the work of ARC Scotland.

Work with ARC Scotland to identify appropriate sources of funding and other means of sustainability for the work.

Person Specification

Essential

Experience of delivering or planning support, education or healthcare for young people with additional support needs and/or their families.

Practical experience of successfully delivering change / improvement projects.

Understanding of the practical application of the policy and legislative frameworks that apply to young people with additional support needs and their families in Scotland.

Experience of either group facilitation or delivering training.

Proven commitment to inclusion.

Desirable

Experience of influencing policy at local authority or national levels.

Experience of forming successful partnerships with senior representatives from different sectors.

Experience of producing publications or data and evaluation reports.

Experience of marketing or communications.

Professional qualification in either education, health or social work.

How to apply

Submit your CV and a personal statement of no more 3 A4 pages that clearly evidence how you meet the essential criteria set out in the person specification. You may also address how you meet the desirable criteria.

This must be submitted by 9am on 23 June to Julie.windsor@arcuk.org.uk

Interviews will be held on 30 June in the ARC Scotland office, Eskbank Midlothian.