

Shaping **better futures**

Rock Trust
Job Pack

Ask & Act Education Manager
December 2025



About us

We are Scotland's leading youth homelessness charity. We believe that no young person should ever face homelessness. That's why we deliver bold, youth-specific solutions, built around young people's experiences and what evidence tells us works.

We support young people to avoid and move on from homelessness, helping them build the confidence, skills and stability they need to thrive in adulthood. We also influence policy and practice to create a Scotland where no young person is left behind.

We don't follow the system, we change it, continually championing the voices and experiences of all young people.



Youth homelessness is not inevitable. With bold thinking, cross-sector collaboration and targeted support, we can end it, for good.

It starts with prevention, identifying and tackling the root causes before young people reach crisis point. It means changing systems and policies so that young people have access to safe, affordable housing that meets their specific needs. And it means making sure every young person has the chance to build their skills, support networks and confidence, so they can move forward and thrive.

Whatever your role, this is what you will be a part of when you join the team at Rock Trust.

Kate Polson, CEO



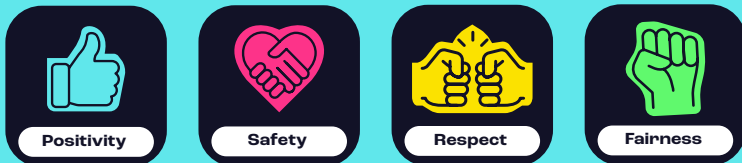
Intro from CEO

Life at Rock Trust

At Rock Trust, we're not just doing what's always been done. We actively seek out better ways and prove that they work. We approach challenges with curiosity and imagination. We design, initiate and collaborate on services that break moulds and change minds.

Whatever your role at Rock Trust, this is a place to be your true self, to build meaningful, trusting relationships with co-workers and young people, to raise your voice, and to influence change.

Our values are:



These values exist for our staff, volunteers and the young people we work with. They underpin everything we do, including how we measure success and reflect on our work.



We are committed to Diversity, Equity and Inclusion.

We are continually working to improve our policies and practice, removing barriers and promoting fairness and opportunity. To support and give back to our teams, we offer:

- + Flexible working
- + Hybrid working
- + Annual increases in leave allowance
- + Additional wellbeing day
- + 6% employer pension contributions
- + Enhanced maternity, paternity and adoption leave
- + Life assurance of 3 x annual salary
- + Personalised training and development opportunities
- + Employee Assistance Programme (EAP)



Working for Rock Trust is my first experience of working in the voluntary sector and I really appreciate being part of an organisation that puts its values into practice. The welfare of the young people we support really is at the heart of all we do.

Rock Trust understands the importance of recruiting the right people and we have a supportive and compassionate team.

Alison, Team Leader in Fife

Our teams

Senior Management Team

People and Business Support Team

Finance Team

Communications and Fundraising Team

Properties and Facilities Team

Services Teams:

Edinburgh

East Lothian

Midlothian

Perth

West Lothian

Glasgow

Fife

Upstream Scotland



I can honestly say that I work with some of the kindest, most dedicated, and most supportive people at Rock Trust. Across all departments, everyone's thoughts and ideas are always valued and welcome.

Joanne, Partnerships Lead



Job Description

Job Title: **Ask & Act Education Manager**
Contract: **Fixed term until 31/12/2026. 35 hours per week.**
Location: **Fife, West Lothian, Perth or Edinburgh and WFH with occasional travel across sites.**
Salary: **£36,128.79 - £40,686.89 per annum (depending on experience).**



Mission Statement

Our long-term vision is to end youth homelessness, our more immediate mission is to ensure that every young person in Scotland has access to expert youth specific services to assist them to avoid, resolve and move on from homelessness.

Context

Rock Trust delivers the Upstream prevention project in schools and the post holder will work with the Upstream Team, pilot schools and education departments to create a toolkit for the implementation of Upstream.

This will involve working with current pilot schools to document the changes required in school systems, the challenges and how to overcome them and an assessment of the resources required to deliver Upstream.

The Ask & Act Education Manager will use this learning to create a toolkit and implementation plan to be used for national implementation.

Reporting to:

Head of Services

This role is responsible for:

- Coordinating work with multiple local authority Education departments, senior leaders and cross-sector partners (Housing, Social Work, Health, third sector).
- Designing and documenting processes, guidance and training materials that enable schools to embed early identification of housing risk.
- Capturing learning, gathering data and producing a national implementation framework.
- Ensuring all activity aligns with statutory duties, local contexts and Rock Trust's prevention approach.

The Ask & Act Education Manager will need to be methodical, have strong report writing skills and interpersonal skills to co-ordinate the information gathering and documenting. They will be responsible for delivering the toolkit to a high standard, making a lasting contribution to Scotland's homelessness prevention system.

Responsibilities

Service Strategy

- Work with the Management Team to design, deliver and develop the Ask & Act Implementation Pilot, including creating materials that support communication, engagement and future funding opportunities.
- Lead the delivery of the pilot to achieve agreed project milestones and outcomes, ensuring activity is aligned with funder expectations and organisational objectives.
- Analyse, interpret and evaluate learning and evidence gathered through the pilot, identifying issues, gaps or opportunities requiring further investigation or adaptation.

Strategic Development

- Assess education system processes relating to early identification of housing risk and contribute to the development of scalable solutions and tools to address unmet need.
- Identify and analyse emerging practice models, national policy direction and international evidence (e.g., Upstream methodology) to inform the design of the national implementation toolkit.
- Build and maintain a personal and organisational reputation as a knowledgeable, credible and solutions-focused partner to local authorities and national stakeholders.

Quality & Resources

- Work with the Finance Manager to develop, monitor and report on pilot budgets, ensuring activity remains within agreed financial parameters.
- Work with the Management Team to ensure pilot activity is compliant with legal, sector and best practice requirements, including safeguarding, data protection (GDPR) and ethical partnership working.
- Identify and recommend operational and quality improvements that enhance the usability, scalability and impact of the implementation toolkit.
- Contribute to the development, maintenance and review of project-related policies, procedures and practices on a planned and regular basis.
- Ensure that Health & Safety and appropriate risk management actions are undertaken, with particular attention to cross-agency collaboration and work in school environments.

Leadership and Development

- As part of the Management Team, contribute actively to organisational leadership, supporting and promoting the strategic direction of Rock Trust and strengthening our reputation for excellence in prevention.
- Maintain visible leadership across partner organisations, motivating stakeholders to engage meaningfully in co-design processes and ensuring effective communication throughout the project lifecycle.
- Nurture a culture of Respect, Safety, Positivity and Fairness that supports innovation, constructive challenge and shared learning across local authority partners.
- Strengthen networks with Education leaders, Housing, Social Work, Health partners, national bodies and funders, enhancing Rock Trust's strategic influence.

- Identify and recommend improvements that contribute to Rock Trust's continuous operational and organisational development.

Other

- Act at all times in accordance with Rock Trust values.
- Work closely with senior and operational managers to ensure alignment across the organisation.
- Undertake any other duties in line with the role that may reasonably be required.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

Person Specification

Essential

- A relevant Project Management/Research/Change Management Qualification.
- OR**
- Significant vocational experience demonstrating development through involvement in a series of progressively more demanding work/roles – highlighting relevant transferable skills.
 - Experience of project management, service design or system change within a public-sector or third-sector context.
 - Demonstrable knowledge of Project Management methods / techniques.
 - Strong understanding of education systems, youth homelessness or early intervention approaches (experience in one of these, with willingness to learn the others).
 - Proven ability to build relationships and work credibly with senior leaders across Education, Housing, Children & Families and the third sector.
 - Excellent communication skills, including facilitation, consultation and report writing.
 - Experience coordinating multi-agency work or complex stakeholder groups.
 - Confident use of MS365 software including Word, Excel, Outlook and Teams.
 - Ability to analyse complex information, make sound judgements and lead others through problem-solving processes.
 - Willingness and ability to travel and adapt to different work locations as necessary; access to suitable transport is required.

Desirable

- Experience working within or alongside Education departments or schools (e.g. wellbeing, inclusion, GIRFEC, guidance roles).
- Understanding of Scottish homelessness prevention policy and the Housing (Scotland) Bill.
- Experience of co-production with young people or people with lived experience.
- Experience interpreting evaluations or research and translating findings into practice or system change.
- Knowledge of public service reform, early intervention frameworks or multi-agency safeguarding pathways.



How to apply

Download and complete the following forms from our vacancies page:

- 1. Application Form**
- 2. Equal Opportunities Form**
- 3. Criminal Convictions Declaration**

Then click on the relevant job link and follow the instructions to upload them to our Breathe HR portal.

Please double check the documents are saved as word doc or pdf files so we can open them.

We will be in touch as soon as possible if we'd like to invite you to interview.

Good luck with your application, and thank you for your interest in working with us!

Any questions?

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0345 222 1425

rocktrust.org



**rock
trust** | ending
youth
homelessness



The Rock Trust is a company limited by guarantee (Company No. 146616) and a charity registered in Scotland (SC018708). Our registered head office is 55 Albany Street, Edinburgh EH1 3QY