



EQUALITY | RESPECT | LOVE

Who Cares? Scotland Job Specification

Post title	Development Officer - South East Team
Salary range	£24,147 – £30,184 per annum (pro rata)
Hours of work	x1 - 21 hours per week – East Lothian* x1 - 14 hours per week – Midlothian* x1 - 21 hours per week - Edinburgh Communities that Care*
Contract	1 Year Fixed Term
Area	Mid Lothian, East Lothian & Edinburgh Communities that Care
Base location	Hybrid / Edinburgh Office, 1 Anderson House, EH5 5NP
Responsible to	Advocacy and Participation Manager
Last update	June 2025

**Candidates may apply for an individual role, or, if preferred, a 21-hour post and 14-hour post can be combined to create a full-time (35 hours per week) opportunity. Please indicate your preferred option(s) clearly in your application.*

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 facilitating the participation and engagement of care-experienced children, young people and care leavers in the ongoing work of the Champions Board approach in East Lothian. The intention is to create an environment where the voices, views and experiences of care experienced children and young people are heard by senior leaders, helping to bring about positive change.

The post holder will work alongside the Promise Development Workers and the Advocacy and Participation Workers to utilise and create opportunities for participation and belonging

activities and projects with care experienced young people - whilst supporting a range of PR, awareness-raising, events and other activities. Core belonging and participation activities will involve: fun connection and belonging activities, issue based group work; creative based group work; and 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 youth work and/or community engagement skills to undertake the role. It will involve working closely with organisational partners, different services within the Local Authority and other public services in order to create new opportunities or develop existing ones.

The post-holder will be joining Who Cares? Scotland at an exciting time, when the voice of those who are in or have experienced care is growing rapidly across Scotland – bringing with it insight challenge, hope and change. They will be joining a growing and dynamic team.

Belonging and Participation

- To work closely with partners to deliver a programme of belonging and participation activities for care experienced young people in the region.
- To ensure that the networks through which care experienced young people can connect, develop and grow as individuals are maximised.
- To utilise a range of communications channels and networks to promote belonging and participation materials to care experienced young people.
- To develop accessible and applicable youth work tools and session plans/activities.
- To work effectively with partners and Who Cares? Scotland colleagues to involve and engage a growing number of children and young people with experience of care.
- To contribute effectively to our local and national work in implementing our influencing plans nationally and in regions.
- Hold line management responsibilities for Participation Assistant in your area
- To support workforce development activities such as staff events and regular practice development forums.

Young people development

- To implement and support the development of good practice policies and procedures in relation to young people and their participation and belonging.
- To coordinate, develop and monitor opportunities for young people's development.
- 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 young people.

Partnership working

- To work closely with the Advocacy and Participation Manager to bring care experienced voice and belonging to the strategic decision making forums of the Local Authority which includes quarterly reporting to the Corporate Parenting Promise Board.
- To work with the Advocacy and Participation Manager to identify and attract local funding and fundraising opportunities to enhance our local offer to care experienced

people.

- 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.

Information, awareness-raising and promotion

- To disseminate awareness-raising materials to a wide range of audiences.
- To promote the participation and belonging programme to support our members to help influence local policy initiatives, such as The Promise.

Monitoring and evaluation

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

- To work collaboratively with other staff in the local authority area.
- To undertake any other duties and responsibilities commensurate with the level of the post.
- 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:

- Young people
- Care Experienced members
- Organisational partners (Local Authority; other public sector Corporate Parents; the Third Sector)
- The broader Who Cares? Scotland team, both in the region, and 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. A full driving licence and access to transport is required.

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 young people who are in care or leaving care.
- The Promise.
- The care system in Scotland.
- Children's rights and Child protection issues.
- Current policy and practice in relation to children and young people encountering the care system.
- Designing tailored youth work session plans.

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 particularly welcome applications from people with experience of care who meet the criteria for the post.

