



**A LIFETIME OF
EQUALITY
RESPECT
AND
LOVE
FOR CARE EXPERIENCED PEOPLE**

Who Cares? Scotland Job Specification

Post Title:	Training and Education Manager (Corporate Parenting)
Salary range	£29,465 - £36,395
Hours of work	35 hours per week
Area	Leadership Team
Base location	Flexible, with regular presence in National Office (Glasgow)
Responsible to	Director of Influencing
Last Update	February 2018
Application close date	Mid-day Wednesday 7 th March
Stage one interview date	Monday 19 th March, National Office, Glasgow
Second stage interview date (for successful applicants at stage one)	Monday 26 th March, National Office, Glasgow

Introduction

Who Cares? Scotland is Scotland's only national independent membership organisation for care experienced people. We want to secure a lifetime of equality, respect and love for care experienced people by 2022 in Scotland.

We will do this by undertaking a series of programmes to achieve on our ambitious Strategic Plan 2018 – 2022. We will continue to provide advocacy to children and young people across

Scotland; we will work with corporate parents at local and national level as part of our training and education projects delivered on behalf of the Scottish Government and the Scottish Funding Council and others of a bespoke commissioned nature; we will ensure policy makers and parliamentarians make decisions to law, policy and practice having heard the views of the care experienced community; and we will continue to publicly advocate and campaign for the care experienced community.

Purpose of the post

As part of the Influencing Directorate and the organisation wide Leadership Team, the Training and Education Manager will ensure Corporate Parents across Scotland have access to training, support and direct evidence from care experienced children, young people and adults in order to deliver on their duties - as established by the Children and Young People (Scotland) Act 2014.

The post holder will ensure that Who Cares? Scotland continues to be recognised as leading the way in the development of local and national corporate parenting cultures which positively effects change for children & young people with experience of care in Scotland. A core element of this role is to ensure that care experienced young people, their views, feelings and real-life experiences and reflections are at the front and centre of all corporate parenting activity that the organisation undertakes.

The post holder will positively lead a training and education team to coordinate, develop, quality assure and deliver WC?S Corporate Parenting Training & Education at local, regional and national level. This will include traditional training, conference inputs, research, policy and practice. The post holder and team will continue to make best use of digital and information technology and creation of associated resources to reach as many corporate parents as possible. Regular monitoring and evaluation and communication of the team's impact is required, as is the development and sustainment of a positive working relationship with the Scottish Government, relevant Ministers of the Scottish Parliament and funders.

It is important that the post holder shows leadership and management competencies in all internal and external relations, with support from the Director of Influencing who will line manage this post. He / she will support the wider activities of the Influencing Directorate and will be expected to work in partnership with colleagues in Operations Directorates as part of their role. There will be line-management responsibilities within with role and the post-holder and team will be expected to support the employment of care experienced trainees.

The post holder should be the most effective of communicators, have a strong understanding and belief in children's rights, social justice, equality, human rights. At a minimum he/she will be well versed on the legislative framework in Scotland relating to looked after children, education and health. Experience in managing multiple budgets and working on commissioned projects is required.

Main Duties and Responsibilities

1. To lead the training and education team in accordance with operational plans.
2. To fulfil the Scottish Government and Scottish Funding Council Grant Outcomes.
3. To secure and develop bespoke training and education opportunities and projects.
4. To effectively lead and oversee all relationships with corporate parents, funders, civil servants or local elected members on behalf of the team.
5. To represent care experienced children and young people's voice and views in all activities and projects within the team.
6. To lead on and implement all internal and external communications relating to the team and associated activities.
7. To lead on all information outputs from the activity of the team including printed materials, digital platforms and social media.
8. To lead on and support the Director of Influencing in the liaison and reporting to Scottish Government and Scottish Funding Council.
9. To lead on the development of funding and grant applications of relevance to the remit of the post holder and team.
10. To lead on and ensure compliance with all monitoring and evaluation, financial/budget and reporting requirements.
11. To work with the Director of Influencing and the CEO to engage with senior decision makers in line with role and remit.
12. To create opportunities for care experienced people to be in front of and working alongside key corporate parenting decision makers at national and local levels.
13. To lead a team with a variety of roles and remits including care experienced trainee and ambassadors roles effectively and in tandem with the values of the organisation.
14. To work with the Director of Influencing where needed in order to effectively manage the Policy Team.
15. To work effectively across and on behalf of the Who Cares? Scotland Leadership Team.
16. To work with the wider SMT and CEO to help secure resources for developing and expanding our corporate parenting education and training reach.
17. To work at all times within the ethos of the organisation.
18. To operate at all times within the organisation's policies and procedures.
19. To assist in the organisation of events and to attend events where required.
20. Lead and/or contribute to specific working groups on behalf of Who Cares? Scotland.
21. Present / represent WC?S at conferences and other events, as required.
22. To provide appropriate content for the organisation's newsletter, annual report, website and other publications.
23. To work to promote Who Cares? Scotland's brand and image, generating positive publicity and raising the organisation's profile.
24. To undertake any other duties and responsibilities commensurate with the level of the post.

25. 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 contacts with:

- Corporate Parents.
- SMT colleagues.
- Scottish Funding Council.
- Scottish Government.
- Scottish Parliament and MSPs including Ministers.
- Care experienced people.
- Other Statutory and Voluntary Organisations.
- Appropriate funders and funding bodies.
- Decision makers.

Teamwork is important to the smooth running of the organisation and all team members are required to play an active part. This is especially important at SMT and Leadership level and the post holder is expected to work in partnership and flexibly with colleagues, minimising the risks of silo working.

Working environment

This is a national role, and whilst presence in the National Office in Glasgow is required for minimum of 2 days per week, the post holder will be expected to travel across Scotland regularly to fulfil their remit.

Attitudes and values

Commitment to:

- Children's 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 young people, 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 children and young people.

Essential knowledge, skills and experience

Qualifications:

- A degree level qualification, or equivalent work experience.

Knowledge:

- The issues affecting care experienced children and young people.
- Training techniques, standards and practice, including blended learning, digital learning.

- Presentation techniques and technologies.
- Learning styles.
- Public sector bodies regulation environment and board and management remits.
- Participation standards and associated methods.
- Children's rights.
- Children and Young People (Scotland) Act 2014.
- Current policy and practice in relation to children and young people, education and health.
- Governance issues working with a voluntary Board of Directors.

Skills and Competencies:

- A proactive attitude and drive to carry out projects to conclusion.
- Ability to influence others utilising excellent oral, written communication and negotiation skills.
- Ability to network and build key relationships across a range of partners
- Ability to work with varied layers and levels within public sector, including board and senior management levels.
- Ability to work with local and national government representatives, including elected officials and cross-party political boundaries.
- Ability to manage flexible teams of staff to achieve challenging delivery objectives.
- Ability to control realistic budgets and keep track of income and expenditure.
- Ability to capture, evaluate and interpret data and communicate the impact of complex programmes of work.
- Ability to work under pressure and manage your time and workload effectively to meet deadlines.
- Resilience, particularly when faced with setbacks.
- Ability to form positive relationships with a wide range of individuals, particularly children and young people.
- Ability to motivate others, work collaboratively as part of a team and on own initiative.
- Ability to work some evenings and weekends, with possible overnight stays.

Professional experience of:

- Working at a management level in an organisation or service in the third or voluntary sector.
- Experience of developing and implementing strategies and operational plans.
- Experience of operating to financial targets.
- Experience of managing and reporting on multiple budgets.
- Experience of managing, monitoring and where necessary revising complex projects and work streams to meet operational objectives.
- Proven experience of successfully securing or contributing actively to the development of new partnerships and funded programmes or grants.
- Experience of being accountable to funders, boards and other stakeholders for the delivery of complex pieces of work including reporting on progress, performance monitoring and evaluation.

Personal experience of:

- We are positive about employing people with lived experience of the care system.

