



Who Cares? Scotland Job Specification

Post Title:	Development Assistant
Salary range	£8.75 per hour
Hours of work / Contract length	25 hours per week Fixed Term for 1 Year
Area	Renfrewshire, with some national work
Base location	Paisley
Responsible to	Renfrew Community Development Coordinator
Last Update	June 2018

Purpose of the Post

The post holder will support the work of the Renfrewshire Team to ensure that young people with care experience are empowered, championed and supported to realise their potential and live a life full of success and one they are in control of. The post holder will support the Development Officer and Project Administrator in creating opportunities for involvement and engagement activities / projects, whilst ensuring that event management and administration runs smoothly. The Development Assistant will also be expected to contribute to the national work of Who Cares? Scotland where required. In addition to this the post holder will support the administration of the Inter-University group, whilst engaging with students (including care leavers) on university campus.

Supporting the planning and delivering the most creative and engaging consultation, participation and influencing opportunities you can imagine for children and young people who are, or have been, looked after will be a main focus of this role. This is an exciting opportunity to learn to use a range of communications, engagement techniques and creative methods, shaped by an abundance of ideas, to promote involvement and engagement. The post holder will work with the Development Officers and Advocacy and Participation Workers to promote Children's Rights awareness across the Local Authority and partner agencies. The post holder will be involved in providing direct support for the STV Project in Renfrewshire. The post holder will also work directly with key members of the Inter-University group supporting quarterly meetings, national events and campus engagement

Main Duties and Responsibilities

1. Support and assist the Renfrewshire Team on the successful delivery of the participation activities and materials

2. Support the national work of Who Cares? Scotland and development activities for care experienced young people.
3. Support the administration of engagement and involvement activities as directed by the Community Development Coordinator and the Community Programmes Manager.
4. Assist the Development Officers and Advocacy and Participation Workers in coordinating and facilitating planned group-work with children and young people
5. Support the event management and administration process of activities in Renfrewshire and nationally with the Inter-University group
6. Support administration, organisation of meetings, coordination of diaries, communication and liaising with venues.
7. To create opportunities for students (including care leavers) to come together within the university campus to share experiences in a supportive and empowering manner to contribute to the work of the Inter-University group
8. To support the organisation of the annual inter-university group Unity conference
8. General administration duties to support the service.
9. 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.
10. Carry out any other duties commensurate with the post as agreed with the Community Programmes Manager and link person from the Inter-University group

Probation period and expectations

The post holder will be expected to demonstrate progress on a series of projects and outcomes in the first 6 months of their post. This will be their probation period. Areas of the probation period that will be recorded and assessed include, time management, reliability, attitude and values as well as delivering on tasks that are set. Regular support and supervision will be in place during this period to help the post holder achieve success in this probation period. The post holder will be subject to Who Cares? Scotland HR policies and will be expected to ensure they adhere to these at all times.

Communication

The post holder will have key contacts with:

- * Children and young people
- * Who Cares? Scotland colleagues
- * Voluntary sector partners
- * Inter- University group members
- * Care leavers on university campus

Teamwork is important to the smooth running of the organisation and all team members are required to play an active part.

Working environment

The post is based in Paisley but will have national transport. The post holder will travel as required to undertake role.

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 skills through regular supervision and training opportunities

Essential knowledge, skills and experience

Knowledge:

Demonstrable knowledge of:

- The issues affecting young people who are who are looked after or subject to formal processes and structures.
- The care system in Scotland
- Children's rights
- Child protection issues

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
- Ability to form positive relationships with children and young people
- Ability to work collaboratively as part of a team and on own initiative
- Ability to work some evenings and weekends, with possible overnight stays