



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

Who Cares? Scotland Job Specification

Post Title:	Development Officer (Youth Participation and Engagement)
Salary range	£21,858 – £28,230 per annum (scale point 23-31)
Hours of work	35 hours per week
Contract	Fixed Term to 31 October 2019
Area	Aberdeen City
Base location	TBC
Responsible to	Advocacy and Participation Manager North East
Last Update	July 2018

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 provide a range of advocacy and participation services across Scotland. We provide independent advocacy support for individual children. We also create and support a range of opportunities for children and young people with experience of care to come together and work together to have their voices heard by leaders and decision-makers in order to create positive change – the focus of this particular post in Aberdeen City.

Purpose of the post

The post is focussed on facilitating the participation and engagement of care-experienced children and young people from Aberdeen City in the development of the Aberdeen Care Experienced Champions Board (ACE). ACE will 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 utilise and create opportunities for participation and engagement activities and projects with care experienced young people - whilst supporting a range of PR, awareness-raising, events and other activities. Core engagement and participation activities will involve: 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 need 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 and working with ACE 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.

Main Duties and Responsibilities

Youth engagement and participation

1. To work closely with partners to deliver a programme of engagement and participation activities for care experienced young people in Aberdeen City.
2. To ensure that the networks through which care experienced young people can connect, develop and grow as individuals are maximised.
3. To utilise a range of communications channels and networks to promote engagement and participation materials to care experienced young people.
4. To develop accessible and applicable youth work tools and session plans/activities.
5. 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.

Young people development

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

Partnership working

8. To develop and maintain good working relationships with relevant organisations, across Aberdeen City, including the Local Authority, other Public Sector Corporate Parents and the Third Sector.

Information, awareness-raising and promotion

9. To disseminate awareness-raising materials to a wide range of audiences.
10. To promote the participation and engagement programme in support of ACE.

Monitoring and evaluation

11. To ensure the funding requirements are met and that the impact of the work is recorded, monitored and evaluated.
12. To provide reports as required in relation to the participation and engagement programme in support of ACE.

Other Duties

13. To work collaboratively with other staff in the local authority area, providing cover for advocacy workers on an occasional basis.
14. To undertake any other duties and responsibilities commensurate with the level of the post.
15. 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
- Organisational partners across Aberdeen City (Local Authority; other public sector Corporate Parents; the Third Sector)
- The broader Who Cares? Scotland team, both in the North, 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:

- 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

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:

- A relevant qualification, to a minimum standard of HNC/SVQ 3 (SCQF level 7) in a discipline related to working with children & young people or equivalent work experience.
- A current full driving licence

Knowledge:

Demonstrable knowledge of:

- The issues affecting young people who are in care or leaving care
- 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