



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

### *Who Cares? Scotland Job Specification*

<b>Post Title:</b>	<b>Highland CHAMPS Development Officer (Youth Participation &amp; Engagement)</b>
<b>Salary range</b>	£21,858 - £28,230
<b>Hours of work</b>	35 hours per week
<b>Contract</b>	Maternity cover, between 9-12 months temporary contract, secondments will be considered
<b>Area</b>	Highland
<b>Base location</b>	Old School, High Street, Clachnaharry, Inverness
<b>Responsible to</b>	Advocacy and Participation Manager, North
<b>Last Update</b>	October 2018
<b>Application close date</b>	12 noon, Friday 9 <sup>th</sup> November 2018
<b>Stage one interview date</b>	Wednesday 28 <sup>th</sup> November 2018, Inverness (candidates successful in the stage one interviews will also attend their stage two interview on the 28 <sup>th</sup> Nov)

**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 our ambitious Strategic Plan 2018 – 2022 are the rights of care experienced children and young people, and the power of their voices to bring about positive change –

We will continue to provide individual relationship-based independent advocacy and a broad range of imaginative participatory/engagement activity for care experienced children and young people across Scotland; we will work with corporate parents and communities of all sorts across the country

to broaden understanding and create change; we will ensure policy makers, leaders and elected representatives locally and nationally shape law, policy and practice on the basis of all that can be learnt from listening to those with experience of care and working alongside them; and we will continue to publicly advocate and campaign for change.

### **Purpose of the post**

**The post is focussed on facilitating the participation and engagement of care-experienced children and young people from Highland in the development of the Highland CHAMPS Champions Board approach in Highland. The intention is to create an environment where the voices, views and experiences of care experienced children and young people are heard by professionals, carers and 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 include: issue based group work; creative based group work; imaginative approaches to individual engagement; 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 partners, different services within the Local Authority and other public services in order to create new opportunities and develop existing ones.

The post holder will place young people at the heart of everything they do, helping them live a positive life now and to reach their full potential in the future.

The post-holder will be joining Who Cares? Scotland and working within the North team at an exciting time, when the voices of those who are in or have experienced care are growing in power, individually and collectively - bringing with them insight, challenge, hope and change. The post-holder will be part of 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 across Highland.
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 with 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.
8. To supervise and line-manage staff recruited through the Who Cares? Scotland Reaching Higher employment programme

### **Partnership working**

9. To develop and maintain excellent working relationships with relevant organisations across Highland, including the Local Authority, High Life Highland, other Public Sector Corporate Parents and the Third Sector.

### **Information, awareness-raising and promotion**

10. To raise awareness of the experiences and voices of care experienced children and young people across a wide range of audiences.
11. To promote the participation and engagement programme.

### **Monitoring and evaluation**

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

### **Communication and relationships**

The post holder will have key links with:

- Children and young people from Highland
- Partners across Highland (Local Authority; other public sector Corporate Parents; the Third Sector)
- The broader Who Cares? Scotland team, in Highland, 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 and collaborative work to improve outcomes for children and young people

### **Working environment**

Who Cares? Scotland have an office base in a 'hub' for care experienced young people in Inverness, but flexibility and significant travel 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:**

- The issues affecting children and young people in care or with experience of care
- The care system in Scotland
- Children's rights
- Child protection issues
- Independent advocacy and its principles
- Effective participation and engagement
- Current developments, policy and practice in relation to children and young people encountering the care system

#### **Skills and Competencies:**

- Ability to manage your time and workload to effectively prioritise and meet deadlines
- Ability to effectively plan and evidence work
- Excellent interpersonal and communication skills, both verbal and written
- Ability to form positive relationships with children and young people
- Ability to work both collaboratively as part of a team and on own initiative
- Designing tailored youth work session plans
- Managerial skills
- Ability to travel, and to work some evenings and weekends, with possible overnight stays

- Excellent administrative skills and the ability to produce high quality reports on activity

**Experience of:**

- Working directly with children and young people, both individually and in groups
- Delivering training or engaging a range of audiences
- Working in a collaborative, inter-agency, inter-disciplinary way
- Report writing and evidencing practice and impact