



Who Cares? Scotland Job Specification

Post Title:	Lifelong Opportunities Officer (Employment)
Salary	£21,858 - £25,538 pro rata (SCP23 – 28)
Hours of work	35 hours per week
Contract	Fixed Term for 18 months
Area	North of Scotland
Base location	North of Scotland, with regular travel to Glasgow
Responsible to	Manager of Lifelong Opportunities
Revised date	October 2018

Purpose of the post

Who Cares? Scotland is the country's only national independent, representative membership organisation for Care Experienced people. We represent and support Care Experienced people to ensure their rights are upheld through Independent advocacy (for up to 26 year olds); a lifelong membership offer and the opportunity to change policy, practice and legislation as part of our influencing programmes. Our vision is to create and secure a Lifetime of Equality, Respect and Love for Care Experienced people. Part of this is ensuring that Care Experienced people successfully enter, sustain and achieve in employment, in roles that reflect their skills, talents and achievements.

Working as part of our Employment Team, this role will support our Lifelong Opportunities Programme, designed to make a transformational difference to Care Experienced people across Scotland and beyond, through securing lifechanging employment opportunities. The post holder will work closely with trainees internally, ensuring they have a successful employment experience. The post holder will support the Reaching Higher Traineeship programme, which has been running since 2013 to provide paid employment in a safe environment for Care Experienced young people. This programme will continue to offer Care Experienced people entry level jobs, education and transitioning support.

We will use our extensive knowledge, expertise and relationship-based practice approaches to engage, connect and build capacity in others.

The post holder will work directly with Employment and Leadership Team Colleagues, line managers and external partners and partner organisations to ensure the Programme is a success for Care Experienced people.

Main Duties and Responsibilities

1. To work in partnership with third, private and public sector employers to support care experienced people to enter and sustain employment opportunities
2. To support the development and implementation of our national Lifelong Opportunities Programme
3. To ensure that development opportunities and qualifications, e.g. SVQ, are sourced and managed appropriately for Trainees, leading to a positive destination of long term work or education.
4. To liaise with colleges, universities and public and private and third sector organisations, to establish a national employment network for Care Experienced people
5. To work in partnership with the Corporate Parenting Training & Education Team to successfully establish an employment 'bridging' programme which will connect Care Experienced people from college and university, in to a range of employment opportunities across Scotland
6. To provide one to one support to trainees who are employed with Who Cares? Scotland, this includes pre-employment, in post experience and post-employment
7. To work closely with the Public Affairs Team to secure opportunities for engagement with key parliamentary groups, ministers and civil servants, with the view of making an active contribution to policy, practice and legislative change
8. Support the Lifelong Opportunities Manager to successfully implement the training and consultancy employment model, in partnership with the Corporate Parenting Training & Education Team
9. Ensuring that the programme focuses on engagement and recruitment of Care Experienced people, retention and sustainment of roles, quality assurance, communications and reporting.
10. Support the organisation to achieve 30% Care Experienced employees at all levels within the organisation
11. To ensure that barriers to sustaining employment such as relationships, health, housing and money and debt are effectively addressed with internal colleagues and external partners
12. To actively promote and secure interest in our national events including but not limited to Care Day; Care Experienced Week; Summer Camp and Time To Shine
13. Ensure the programme is monitored, assessed and evaluated robustly and systematically.
14. To be an effective team member, working collaboratively across the organisation, in partnership with Advocacy and Participation Mangers and Line Managers of Trainees

15. To support internal communications updates relating to the Programme, with support from Business Support Team.
16. To work at all times within the ethos and values of the organisations, policies and procedures.
17. Any other duties appropriate to the post and as required by the organisation.

Communication

The post holder will have key contacts with:

- Employment Team colleagues
- Senior Management Team and Leadership team colleagues
- Advocacy and Influencing team colleagues
- Voluntary sector partners
- Further & Higher Education Institutions
- SCVO
- Community Jobs Scotland
- Local Authorities
- Reaching Higher Employment Programme Partners
- Funders
- Corporate Parents & Corporate Partners
- Third Sector.

Teamwork is important to the smooth running of the organisation and all team members are required to play an active part. This is important in relation to liaison with colleagues and, ensuring that the service provided meets service level agreements and contributes to the achievement of the organisations strategic plan.

Working environment

The post is based in the North of Scotland and flexibility will be required given the remit of the role. Regular travel to Glasgow will be required. A full driving licence and access to transport is desirable. There will be overnights and weekend working as part of this remit – and flexibility will be afforded to the post holder in order to manage this.

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 care experienced children and young people.

Essential knowledge, skills and experience

Qualifications:

- A degree level qualification, or equivalent work experience, in a relevant discipline related to working with children & young people
- A current driving licence is desirable.

Knowledge:

Demonstrable knowledge of:

- The issues affecting Care Experienced people
- Strategic partnerships in FE/HE and employment sector
- The care system in Scotland
- Youth Work practice
- Community Learning and Development
- Children's rights
- Child protection issues
- Current policy and practice in relation to children and young people
- Consent and risk laws and policies.

Skills and Competencies:

- Ability to devise, lead, communicate and implement a strategy within a national organisation
- Ability to lead a team in order to successfully deliver positive outcomes
- 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 are required to achieve effective working relationships
- 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 some overnight stays
- Excellent administration skills and the ability to produce high quality work first time
- Comprehensive knowledge of the Microsoft office suite.

Experience of:

- Supporting care experienced people
- Implementing programmes of work
- Delivering on agreed outcomes successfully

- Working at a practice level and ability to liaise effectively with strategic partners
- Working directly with children and young people, both individually and in groups
- Working in an inter-agency, inter disciplinary way within voluntary or statutory sector.

Applications from care experienced people who meet the requirements for the role are particularly welcome.