



Who Cares? Scotland Job Specification

Post Title:	Training and Education Officer
Salary range	£21,858 to £25,538 (SCP 23-28)
Hours of work	35 hours per week
Contract	Fixed Term for 18 months
Area	Scotland wide
Base location	National Office, Glasgow
Responsible to	Training and Education Manager (Corporate Parenting)
Last Update	October 2018

Purpose of the post

The role will contribute to and deliver on a range of projects which will focus on engaging directly with Public Bodies, Third Sector Agencies and Private Sector Organisations, in the pursuit of securing opportunities for Care Experienced people which have lifelong benefits e.g. education and employment. This role will help us hold Corporate Parents, as dictated by the Children and Young People (Scotland) Act 2014, to account and inform the level of understanding and action which Corporate Parents take on behalf of their Care Experienced people.

The post holder will use a range of communications, engagement techniques and creative methods, shaped by an abundance of ideas and research, to both develop and promote the projects, training and associated resources and to secure support for them. The post holder should be the most effective of communicators, have a strong understanding and belief in social justice, equality, human rights and understand the difference between active and inactive citizenship. This post will sit within a wider Influencing Team which has helped to secure the biggest most transformational reforms to the care sector for a generation. The post holder will work in close collaboration with our Membership and Lifelong Opportunities Teams in the design, delivery and evaluation of their activities.

Main Duties and Responsibilities

Training

- Utilise existing, and develop new training materials to secure opportunities for the delivery of training to a range of Corporate Parents, Third Sector and Private Sector organisations across Scotland

- Work alongside wider teams and colleagues across Scotland to deliver this training in a coordinated way, enabling the experiences of Care Experienced people to be at the centre of all sessions.
- Effectively evaluate training sessions and project work with stakeholders.
- Monitor activity and support the reporting processes of the team.
- Supervise and support Care Experienced trainee, ambassador members of staff and support officer staff as required.
- Support other Care Experienced people where needed to ensure they are at the heart of the training programme.

Campaigning

- Support a range of national and regional campaigns to highlight issues relating to Care Experienced people in Scotland
- Support the delivery of events and activities with a campaigning focus.

Advice and guidance

- Support the provision of advice, guidance and information to public, private and third sector agencies in relation to lifelong opportunities e.g. employment
- Support the delivery of events and activities related to lifelong opportunities e.g. employment

Communications and information tools

- Utilise a range of communications channels and the development of positive relationships with agencies
- Lead on the positive engagement with internal and external workers and Care Experienced people who will contribute activity.
- Support the delivery, design and implementation of content and case studies for materials such as the Corporate Parenting website, e-learning and CPD platforms, communications and promotional materials.

Other

- Prepare reports and capture a firm evidence base on the progress and success of all aspects of the work within the role's remit.
- 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.
- Carry out any other duties commensurate with the post as agreed with the Manager.

Communication

The post holder will have key contacts with:

- Care Experienced People

- Leadership team at WC?S
- Operations and Influencing team colleagues
- Voluntary sector partners
- National partners e.g. CELCIS, Scottish Funding Council, Scottish Government, Children's Hearing Scotland, SCRA, Care Inspectorate & SSSC
- Third sector partners
- Private sector partners

Teamwork is important to the smooth running of the organisation and all team members are required to play an active part. The post holder is required to work effectively with colleagues to ensure Corporate Parents are aware of their responsibilities.

Working environment

The post holder will be based in the Who Cares? Scotland National Office however, flexibility will be required given the remit of the role. The role requires extensive travel across Scotland and this is a core part of the role. Overnights and work out with standard office hours will therefore be required to ensure the role is carried out effectively.

Attitudes and values

Commitment to:

- Child 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.
- Working in such a way as to empower young people.
- 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 minimum HND level qualification is required in a relevant discipline related to working with children & young people, public or social policy or education, teaching, marketing or journalism (or similar) *and / or* work experience of the equivalent.
- A current driving licence is a preferred requirement.

Knowledge:

Demonstrable knowledge of:

- The issues affecting young people who are looked after away from home.

- The care system in Scotland.
- Child rights.
- Child protection issues.
- Current legislation, policy and practice in relation to children and young people.
- Designing tailored training 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 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 flexibly, with possible overnight stays.
- Excellent administration skills and the ability to produce high quality work first time.
- Comprehensive knowledge of the Microsoft office suite.

Experience of:

- Working directly with children and young people, both individually and in groups.
- Delivering training to a range of audiences.
- Working in an inter-agency, inter disciplinary way within voluntary or statutory sector.
- Developing relationships with third sector, local and national government representatives.
- Report writing and evidencing practice.

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