



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

Who Cares? Scotland Job Specification

Post Title:	Highland Participation Assistant
Salary range	National Living Wage
Hours of work	25 hours per week
Work pattern	Monday – Friday (flexible)
Area	Operations Directorate
Base location	North of Scotland (flexible)
Responsible to	Advocacy and Participation Manager (North)
Last update	December 2018
Application closes	Friday 11 th January 2019, 12 noon

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 will do this by undertaking a series of programmes to achieve on our ambitious Strategic Plan 2018 – 2022. We will continue to provide advocacy to children and young people across Scotland; we will work with corporate parents at local and national level as part of our training and education projects delivered on behalf of the Scottish Government and the Scottish Funding Council and others of a bespoke commissioned nature; we will ensure policy makers and parliamentarians make decisions to law, policy and practice having heard the views of the care experienced community; and we will continue to publicly advocate and campaign for the care experienced community.

Purpose of the post

The Participation Assistant will support the work of the Highland Advocacy and Participation Services 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.

You will support the Advocacy and Participation Manager in creating opportunities for involvement and engagement activities / projects and support the APW's (advocacy and participation workers) within Children's Houses. The Advocacy and Participation Assistant will work alongside the Advocacy Development Ambassador to support general office and admin functions of the Inverness Office.

The Participation Assistant will also be expected to contribute to the national work of WC?S where required. This will include working alongside colleagues to plan and deliver 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 and young people with Additional Support Needs.

What You'll Bring

The Participation Assistant will bring enthusiasm and drive to the post with a commitment to promoting and upholding the rights of care experienced people across the Highlands.

The Participation Assistant, supported by colleagues, will work in partnership with children and young people, empowering them to make decisions about their lives. The Participation Assistant will have a belief that young people can make transformational changes to their lives when given the right opportunities.

What You'll Learn

By the time you finish this traineeship, you will have developed excellent organisational skills and improved communication skills, as well as gaining a greater understanding of the importance of the role of the Participation Assistant. You will develop your group facilitating skills and become great at building relationships with children and young people and you will be a more confident public speaker.

Main Duties and Responsibilities

1. Support and assist the Highland 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 Advocacy and Participation Manager and Locality colleagues.
4. Assist the Advocacy and Participation Manager and Highland Locality colleagues in coordinating and facilitating planned group-work with children and young people.

5. Assist the Advocacy and Participation Manager and Highland locality colleagues to develop youth work tools and session plans/activities for WC?S staff to use with young people.
6. Support the Advocacy and Participation Manager and Highland locality colleagues to actively promote group work opportunities with care experienced people and professionals within Highland Locality.
7. General office and administration duties to support the service.
8. 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.
9. Carry out any other duties commensurate with the post as agreed with the Advocacy and Participation Manager.
10. Undertake relevant professional qualification to support personal development.
11. Develop skills through regular supervision and training opportunities.

Probation Period and Expectations

The post holder will be expected to demonstrate high performance and progression 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
- Highland Locality colleagues and Local Authority professionals
- Voluntary sector partners WC?S staff colleagues

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 Inverness. The post holder will travel within the Local Authority and outwith, as required, to undertake the 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 Children's rights

Essential knowledge, skills and experience

Skills and Competencies:

- Ability to manage your time and workload effectively to meet deadlines
- Excellent communication and interpersonal skills
- Ability to form positive relationships
- Ability to work collaboratively as part of a team and on own initiative
- Good IT skills and a working knowledge of Microsoft office packages would be an advantage, but we can also support you to learn these skills.

Person Specification:

The right candidate will be searching for an entry level position with the opportunity to develop and progress. Excellent communication skills are essential. Good IT skills and a working knowledge of Microsoft office packages would be beneficial.

To be eligible for this role you must be between the ages 16-29 years old, searching for a chance to develop your organisational skills and gain valuable administration work experience. To be eligible for this role you must not be currently registered on the 'Work Programme'.

We particularly welcome applications from people with experience of the care system who meet the criteria for the post.