



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



Who Cares? Scotland Job Specification

Post Title:	Youth Engagement Support Officer (Care 2 B Active)
Salary range	£20,732 pro rata (salary scale 21)
Hours of work	17.5 hours per week
Area	Renfrewshire region
Base location	Paisley
Contract	Fixed term contract to 31 st December 2020
Responsible to	Community Programmes Manager
Last update	December 2018
Application closes	Friday 8 th February 2019, at 12 noon. Interviews will take place on Friday 22 nd of February 2019.

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.

Purpose of the post

Who Cares? Scotland has been funded by the Spirit of 2012, Robertson Trust, Sport Scotland and Scottish Government Changing Lives Through Sport and Physical Activity collaboration to deliver an exciting new community-based programme in Renfrewshire Council in partnership with Active Communities.

The project will benefit care experienced children and young people. This includes children and young people who are looked after in foster care, children's homes, kinship care or still with their parent/s but with the help and support of social work. It also includes young people who have left care and protection services.

The post holder will utilise and create opportunities for involvement and engagement activities and projects with care experienced young people and communities within Renfrewshire to enable them to participate in sports and activities that promote a healthy lifestyle and well-being. The post holder will require to utilise youth work and / or community engagement or learning and development skills to undertake this role.

This role will involve working with organisational partners and young people in order to create new opportunities or further implement existing ones. This post will be line-managed by the Community Programmes Manager in the Who Cares? Scotland Renfrewshire team.

Main Duties and Responsibilities

Youth engagement and involvement:

1. To deliver on *Changing Lives Through Sport and Physical Activity* programme of engagement and involvement activities for care experienced young people in the Renfrewshire area.
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 involvement materials to care experienced young people.
4. To work with key partners, other stakeholders and staff teams from Who Cares? Scotland and Active Communities to ensure the success of the project

Children and Young People development:

5. To implement and support the development of good practice policies and procedures in relation to young people.
6. To ensure that young people are given opportunities to develop skills and understanding of how they are progressing in their development.
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, including Local Authorities, Public Sector Corporate Parents, Third Sector and funders.
9. To work in collaboration with community representatives for the benefit of care experienced children and young people.

Information, marketing and promotion:

10. To disseminate marketing materials to a wide range of audiences promoting the project.
11. To attend events, to promote Changing Lives through Sport and Physical Activity programme of work.
12. To organise events/meetings to promote Who Cares? Scotland's engagement and involvement programme.

Monitoring and evaluation:

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

Other Duties:

15. To undertake any other duties in line with this post as directed by line management
16. Adhere to Who Cares? Scotland's policies, procedures and values at all times

Communication

The post holder will have key contacts with:

- Young people
- Active Communities
- Advocacy and Influencing team colleagues
- Community based agencies and representatives
- Public Sector Corporate Parents
- Local Authorities
- National partners e.g. CELCIS, Children's Hearing Scotland, SCRA, Care Inspectorate & SSSC
- Funders

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 project provided meets grant requirements and contributing to the national work of the organisation.

Working environment

An office base will be provided at the Who Cares? Scotland Paisley office. Some evening and weekend work may be required.

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.

Essential knowledge, skills and experience

Qualifications:

- SVQ Level 3 or HNC in a relevant discipline

Knowledge:

Demonstrable knowledge of:

- The issues affecting young people who are looked after away from home
- The care system in Scotland
- Children's rights
- Child protection issues
- Current policy and practice in relation to children and young people
- 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 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 possible overnight stays
- Excellent administration skills and the ability to produce high quality work first time
- Comprehensive knowledge of the Microsoft office suite
- Ability to travel to isolated locations, where there may be limited public transport

Experience in:

- 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
- Report writing and evidencing practice

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