



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

Who Cares? Scotland Job Specification

Post Title:	Participation Assistant
Salary range	Real Living Wage - £9.00 per hour
Hours of work	25 hours per week
Contract	1 year fixed term contract
Area	Eilean Siar, Western Isles
Base location	Stornoway
Responsible to	Advocacy and Participation Officer
Last update	October 2019
Application closes	Wednesday, 27 th November 2019
Interviews	Thursday, 12 th December 2019 (to be confirmed)

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 post holder will support the work of the Advocacy and Participation Worker in Eilean Siar to ensure that young people with care experience are empowered, championed and supported to realise their potential and live a life full of success.

You will support the Advocacy and Participation Worker and the team in creating opportunities for Care Experienced young people and others on and beyond the islands. You will play a role in powerful awareness-raising of some of the challenges faced by Care Experienced young people, for example in schools. You will support a wide range of activities and projects. The Participation Assistant will also contribute to the national work of Who Cares? Scotland where required.

You will be supporting, planning and delivering the most creative and engaging consultation, participation and influencing opportunities you can imagine for children and young people with experience of care, and their friends and peers.

Eligibility:

This is a Community Jobs Scotland funded post, meaning that in order to eligible you need to be Care Experienced, aged 29 or under, and not currently in work or education. You must be looking for an excellent development opportunity to push yourself and contribute to this vision. You will undergo a PVG check as an essential part of beginning the role, and you will be working directly with young people.

CJS has a specific focus on employment opportunities for Care Experienced people aged 16-29. Who Cares? Scotland understands that people above the age of 29 would benefit from accessing these and similar opportunities. For more information on our Lifelong Opportunities work, please contact Ruby Lawrence at rlawrence@whocaresscotland.org.

What You'll Bring

You should bring a burning desire to make the world a better place for Care Experienced people.

The North team for Who Cares? Scotland is made up of a big mix of talents – so you'll fit in whether you're a bit quiet, a lot loud or a bit of both. What's important is that you are passionate about changing things. You should be open to new ideas, curious about how the world works and excited to make relationships with new people.

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

- 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

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 the Engagement & Involvement work of Who Cares? Scotland and the development of activities and projects for care experienced young people and their peers
2. Support and assist the Advocacy and Participation Worker on the successful delivery of the inputs that raise awareness of care experience throughout the community – in schools, etc
3. Support the administration of engagement and involvement activities as directed by the Advocacy and Participation Worker and the Advocacy and Participation Manager
4. Attend internal and external partner meetings as required
5. Assist the Advocacy and Participation Worker in coordinating and facilitating planned group-work with children and young people
6. Assist the Advocacy and Participation Worker to develop youth work tools and session plans/activities for WC?S Advocacy and Participation staff to use with young people.
7. Support the Advocacy and Participation Worker to actively promote group work opportunities with children and young people on Eilean Siar and support the development of feedback methods.
8. Support the use of social media and other ways of communicating effectively
9. General administration duties to support the service
10. 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
11. Carry out any other duties commensurate with the post as agreed with the Advocacy and Participation Worker and the North Manager

Team and Links

Post holder will have key contacts with:

- The Advocacy and Participation Worker, the broader North Who Cares? Scotland team, and the organisation as a whole
- Children and young people
- Partners in both public services and the third sector on Eilean Siar

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 the success of the Ambassador role. You will be an active part of a friendly and powerful team.

Working Environment

The post is based at the new 'hub' in Stornoway. The post holder will be required to travel within the islands and outwith to fulfil the duties of the role. friendly and powerful team.

How to Apply

For further information on this post and to download an application form, please visit our website – <https://www.whocaresscotland.org/get-involved/vacancies/>

Closing date for applications is Wednesday 27th November at 12 noon.

Please complete the application form and send it, along with the Equality Monitoring form, to the recruitment team at jobs@whocaresscotland.org by the closing date.