



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

Who Cares? Scotland Job Specification

Post Title:	Policy and Participation Assistant
Salary range	£9.50 per hour
Hours of work	25 hours per week
Area	Scotland-wide
Base location	National Office, Glasgow (Home working in first instance until lockdown restrictions are lifted)
Reports to	Policy and Participation Officer
Last update	April 2021
Start Date	1st June 2021 (Duration 40 weeks)

Introduction

Who Cares? Scotland is Scotland's only national independent membership organisation for Care Experienced people. Our mission is to secure a lifetime of equality, respect, and love for Care Experienced people in Scotland and we currently have over 3000 members.

This post is funded through Community Jobs Scotland, therefore, to be eligible, you must be *Care Experienced, aged between 16 – 29 years old, and be unemployed at the time of application. *(The term "Care Experienced" refers to anyone who has been or is currently in care. This care may have been provided in many different settings, such as: Kinship care, looked after at home, residential care, foster care, secure care – living in a secure unit, and adoption)

Purpose of the post

This role supports Who Cares? Scotland's mission to deliver a lifetime of equality, love and respect for Care Experienced people of all ages, with a focus on our policy and participatory influencing activity. Our goal is to maximise what we learn through our evidence base, to achieve meaningful change for the Care Experienced community.

The role will provide support to the wider policy team through administrative assistance and support to deliver our Annual Participation Programme. Both strands of work will complement the overarching purpose of this role which is to influence the relevant policy

landscape in a way that is informed by the lived reality of the Care Experienced population in Scotland.

The post holder will support the delivery of the organisation's Annual Participation Programme which seeks to connect influencing opportunities with our Care Experienced membership. This will involve working with Operational and Membership teams to ensure that our participation work is well planned, thoughtfully delivered and impactful in its influence.

Additionally, the post holder will ensure the influencing focus of the organisation is informed by current opportunities, ensuring that regular monitoring of the external world informs our decisions. This will include monitoring the work of the Scottish Parliament and Scottish Government, as well as other key stakeholders.

The post holder should be an effective written communicator, have an understanding and belief in social justice, equality and human rights. This post will sit within the Policy team, who engage with a diverse range of stakeholders across Scotland. The post holder will work in close collaboration with our Public Affairs, Training and Education and Community Learning teams.

Main Duties and Responsibilities

Policy influencing

- Monitor forthcoming influencing opportunities across key stakeholders including Scottish Parliament and the Scottish Government.
- Support the communication of policy opportunities and outputs to WC?S staff and Care Experienced membership.
- Support the design of creative resources to highlight policy developments and ensure that our Care Experienced membership are informed of their associated rights.

Participation

- Support the delivery of the Annual Participation Programme including supporting the design and communication of briefing packs, session plans and surveys.
- Support the delivery of APP engagement sessions directly with our Care Experienced membership.

Influencing

- Support a range of national and regional campaigns to highlight issues relating to Care Experienced people in Scotland.
- Support the work of the organisation through the sharing of thematic evidence and knowledge of policy and legislation detail.

Administration

- Provide administrative support to the Policy team through monitoring of external opportunities.
- Support the Policy team in tracking policy influencing activities and associated outcomes.
- Provide administrative support to the delivery of the Annual Participation Programme.

Other

- 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 by the line manager.

Communication

The post holder will have key contacts with:

- Care Experienced members
- Leadership team at WC?S
- Operations and Influencing team colleagues
- Voluntary sector partners
- National partners and agencies who also are in contact with Care Experienced people
- 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.

Working environment

The post holder will be based in our Glasgow Office. Due to the current Covid-19 guidelines, the vast majority of work will be carried out from home, until restrictions are lifted.

Attitudes and values

Commitment to:

- Human rights.
- Working inclusively with an understanding of equal opportunities practices.
- Belief that Care Experienced people can make transformative change happen in their lives if given the opportunity.
- Working in partnership with others, utilising a strengths-based approach.
- 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 Care Experienced People.

Essential knowledge, skills and experience

Knowledge:

Demonstrable knowledge of:

- The issues affecting Care Experienced people throughout their lives.
- The care system in Scotland including the legislation that surrounds it.
- Taking part in participation opportunities.

Skills and Competencies:

- Ability to manage your time and workload effectively to meet deadlines.
- Solid communication and interpersonal skills.
- Strong written communication skills.
- Ability to interpret information from a wide range of sources, including academic writing from social sciences/policy.
- Ability to work collaboratively as part of a team and on own initiative.
- Good administration skills.
- Knowledge of the Microsoft office suite.

Experience of:

- Administration.

What you will gain

Your confidence and professional network will grow, and you will be part of an inclusive and supportive team. You will receive regular support and supervision from your manager. You will build up valuable experience working for an award-winning charity, including improving your report writing skills and your knowledge of policy.

You can also access holistic support from our Lifelong Opportunities Team, who will also support you to achieve your next career or education goal at the end of your role.