



EQUALITY | RESPECT | LOVE

Who Cares? Scotland Job Specification

Post Title	Participation Assistant
Salary Range	£9.50 per hour
Hours of Work	25 hours per week – some evenings and weekends
Contract Length	26 weeks fixed term (potential extension tbc)
Area	Aberdeen
Base Location	Flexible – Home and Westburn Resource Centre
Responsible to	Advocacy and Participation Manager
Last Update	August 2021
Closing Date	Wednesday 8 th September
Start Date	Tuesday 28 th September

Interview Details

Interview dates will be held Wednesday 15th September and will take place in Aberdeen. It is hoped that these will take place face to face however this will be dependent on local Covid restrictions.

Introduction

Who Cares? Scotland is Scotland’s only national independent, representative organisation for Care Experienced people. We represent Care Experienced people through independent advocacy, membership and influencing work. Our vision is of a lifetime of equality, respect and love for Care Experienced people. We are a membership organisation that represents children, young people and adults who have experience of the care system in Scotland. We work in partnership with the Care Experienced population to achieve equality with and for them.

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 and not undertaking further education at the same time as the job post. *(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

The Participation Assistant (PA) will support the work of the Corporate Parenting Partnership in Aberdeen and work alongside our Development Officer (DO), our Advocacy and Participation Worker (APW) and identified Corporate Parent partners in Aberdeen. The PA will help to enable children and young people with care experience to feel empowered, championed and supported to explore their views and voice, and raise them within the Corporate Parenting Structure so that real change can happen to improve the lives and opportunities of care experienced children and young people.

The PA will work alongside and assist our DO and APW and other Corporate Parenting partners to plan participation opportunities, create and assist in the facilitation of activities/groups/events, support children and young people to raise their voices to Corporate Parents and monitor the outcome of participation activities. This will involve using creative approaches in one to one and group work activities. These opportunities will be available to all care experienced children and young people, including those who live at home, in kinship and foster care, in group living, living on their own and those living away from Aberdeen.

The PA will also contribute to the national work and events of Who Cares? Scotland, supporting children and young people from Aberdeen to get involved in our annual programme of participation and our national events. This will ensure that the voices of children and young people from Aberdeen are represented at a national level.

The Aberdeen Corporate Parenting Partnership is an established group of Corporate Parents who are looking to increase their understanding of care experienced voices and promote opportunities for participation. The PA will assist in building positive partnerships with Corporate Parents and children and young people to identify where real change can happen. These changes can relate to services, policies and procedures and practice. The PA will also be involved in raising the awareness of who Corporate Parents are and what responsibilities they hold.

Main Duties and Responsibilities

Participation

- Work alongside the DO/APW to plan, deliver and evaluate our participation activities and opportunities in Aberdeen.
- Help facilitate one to one and group activities and events.
- Assist the DO/APW to develop youth work tools, session plans, consultations etc.
- Gain an understanding of Corporate Parents and their duties.
- Build relationships with Corporate Parenting partners in Aberdeen.
- Work alongside identified Corporate Parenting partners to assist them in participation activities across the region.

- Work alongside the DO/APW/Corporate Parents to actively promote participation activities to care experienced child and young people.
- Assist in participation session/events with Corporate Parents.
- Support the national work of Who Cares? Scotland and development activities for Care Experienced people.

Administrative Tasks

- Keeping an electronic diary up to date and be responsible for planning time effectively.
- Reviewing, answering, and composing emails
- Adding records of participation activity to the Who Cares? Scotland organisational database.
- Writing up case studies/outcomes of participation work in Aberdeen.
- Contribute to regular reports showcasing our work in Aberdeen.
- Ensure the organisation is presented in a consistent and professional manner to visitors and stakeholders on the telephone, by email and by post.

Other

- Be an ambassador for Who Cares? Scotland by upholding the staff code of conduct, adhering to policies and procedures, and always promoting our values.
- Be an active member of the Northeast Team – working individually and together.
- To be able to travel independently to activities and to encourage and support young people to travel independently to participation opportunities.
- Carry out any other duties commensurate with the post as agreed by the line manager.

Communication

The postholder will have key contacts with:

- Advocacy and Participation Manager
- Advocacy and Participation Worker
- Aberdeen Corporate Parenting Partnership
- Care Experienced children and young people and their parents/carers.
- National network of Champions Boards and Participation Assistants
- Northeast Regional Team

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 expected to work in partnership and flexibly with colleagues, to increase the opportunities for sharing practice, ideas and support.

Working Environment

The location of the postholder is to operate within the Aberdeen City Council Region and occasionally out with Aberdeen to reach children and young people who are living away from Aberdeen. You will also occasionally travel to other regions across Scotland to support young people to be involved in national events. You will have access to an office base in Westburn Resource Centre. Evening and weekend work, including overnight stays at residential events is a requirement of the role.

Attitudes and values

Commitment to:

- Human and Children's rights
- Working in a way that is inclusive to everyone.
- A belief that young people can make transformative change happen in their lives, if given the opportunity.
- Working in partnership with Care Experienced people, empowering them to make decisions about their own lives.
- Being reliable and accountable
- Friendly, patient, understanding, compassionate, kind, honest, forgiving and fun!!!
- Developing best practice through regular supervision, reflection, and training opportunities
- Honest and respectful relationships with partners in other agencies.

Knowledge, skills and experience

Knowledge

- Some knowledge of the care sector and how it works would be beneficial.
- What life can be like for care experienced children and young people – what can help them and what can hold them back.
- Children's Rights and The Promise

Skills and Competencies

- Able to organise and manage your own time.
- Good communication and relationship building skills.
- Good reading, writing and numbers skills.
- Confident to work on your own and alongside other team members
- Able break down larger plans into achievable activities and timescales.
- Able to use Microsoft Office (or similar office tools).
- Able to problem solve and have a positive approach to challenges.

Experience and Values

- You should have a real passion for change within the care sector, to make the world a better place for Care Experienced people.
- You should be open to new ideas and personal development for yourself and the young people you come into contact with.
- You will love meeting new people and building relationships.
- Some experience of advocacy, participation or influencing would be beneficial

Why apply for this post?

Candidates who join our friendly and inclusive team will be well supported to learn new skills and develop their confidence, through a fully comprehensive induction and training package. You will gain increased knowledge of the Aberdeen Corporate Parenting Partnership and how we aim to empower children and young people to influence positive and real change in the care sector. You will contribute towards Aberdeen's commitment to The Promise and ensure that voice is at the centre of any redesign or improvement. You will have the opportunity to develop your youth work, networking and organisational skills. As well as continuous supervision from your line manager, our Lifelong Opportunities team will provide ongoing support both during your application process and after your appointment to help you plan for your future employment, education or training plans beyond the lifetime of the post.