



EQUALITY | RESPECT | LOVE

Who Cares? Scotland Job Specification

Post title	Project Manager: Creating Communities That Care
Salary range	£34,486 - £40,571
Hours of work	35 hours per week – some evening and weekend work required.
Contract	Permanent
Area	Scotland wide
Base location	Office base flexible/Hybrid working supported
Responsible to	Director of Fundraising and Communications
Last update	June 2023

Purpose of the post

Who Cares? Scotland is Scotland's only national independent membership organisation for Care Experienced people. Our strategic vision is to secure a lifetime of equality, respect, and love for Care Experienced people in Scotland. At the heart of Who Cares? Scotland's work are the rights of Care Experienced people and the power of their voices to bring about change. We provide individual relationship based independent advocacy and a range of connection and participation opportunities for Care Experienced people across Scotland. We work alongside Corporate Parents and others to broaden their understanding of care and challenge stigma experienced by Care Experienced people. We create opportunities for people with lived experience of care to influence policy makers, leaders, and elected representatives locally and nationally to shape legislation, policy, and practice. We do this collaboratively to build on the aspirations of [The Promise](#) and secure positive change.

The postholder will develop and implement strategies for changing attitudes to Care Experienced people through an evidence-based approach to public education and community engagement activity. The postholder will operate as a project manager, engaging cross-directorate project teams to deliver on key initiatives. Importantly, this role will incorporate an approach to income generation, through securing contracted work, in partnership with the private and charity sectors. The successful candidate will also take a lead in the direct delivery of an established training programme with a private sector business.

This opportunity represents a new role in the organisation, taking account of the renewed commitment we have made as the national membership body for Care Experienced people, to tackle stigma and discrimination experienced by this community. The post holder will have a key role in engaging private sector businesses and public sector bodies with a consultancy offer, to help them become 'care aware' organisations and employers. The postholder will

oversee the development of a training programme and accreditation process, the first of its kind in Scotland.

The post holder will also have a leading role in the development and scaling of our unique whole school approach, creating care aware learning environments where all pupils can thrive, as well as our dedicated community engagement sessions across Scotland.

The successful candidate will need to work collaboratively and will be an excellent communicator; able to use a range of teaching or training and facilitation methods; be comfortable with working with a variety of audience sizes and be able to hold relationships and discussions with a variety of professionals working across a range of areas.

In addition, you should have strong project management and leadership skills, which allow for the successful coordination of multiple projects, involving varied teams.

Main duties and responsibilities

- Working with the Director of Fundraising & Communications, oversee the identification, development and implementation of key projects which fulfil our public education ambitions as identified in [Our Voice; Our Community; Our Future](#)
- Ensure that the views, experiences, historical and contemporary data and testimonies from Who Cares? Scotland's members and workforce are represented in all public education activity.
- Create, promote, and deliver powerful training programmes (incorporating live training and e-learning packages) which lead to tangible behavioural, attitudinal and cultural change within target organisations.
- Research, create and launch a sector-leading accreditation programme which promotes understanding and inclusivity of Care Experienced people, aimed at private, public and Third Sector organisations.
- Identify, secure, and manage opportunities for bespoke consultancy with private and Third Sector organisations which promote understanding and inclusivity of Care Experienced people.
- Create and lead a dedicated project team to oversee the development of our established local public education and community engagement activity, with a view to scaling across Scotland.
- Create and lead a dedicated project team to oversee the development of our regional schools programme, including financial modelling, benchmarking, and promotional activity to allow scaling across Scotland.
- Create and lead a dedicated project team to ensure our internal workforce development activity includes targeted sessions on understanding care experience; how to communicate about care experience and other relevant topics, as identified in collaboration with the HR Manager
- Lead on the development, design and implementation of content and case studies for materials for a range of platforms, communications and promotional materials which

increase public awareness and understanding of care experience.

- Identify funding and commissioning opportunities, and lead on our approaches to secure these, to extend the impact of our public education activity across Scotland.
- Provide excellent stewardship to those who commission us to deliver public education activity, leading to ongoing support.
- Be the 'face of' Who Cares? Scotland public education activity, both internally and externally, promoting a culture of excellence with respect to communication about care experience.
- Be exemplary in the use of Reframing techniques and ensure all public education activity is in line with recommendations from Each And Every Child.
- Lead on the evaluation, reporting and learning from all public education activities, in collaboration with Evidence and Impact team.
- 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.
- To effectively manage and report on delegated budget responsibilities.
- Carry out any other duties commensurate with the post as agreed with the Manager.

Communication

The post holder will have key contacts with:

- Corporate organisations
- Partner organisations
- "Friends" member network
- Leadership Team
- Training and Education Team
- Senior Management
- Staff colleagues
- Appropriate funding bodies

Teamwork is important to the smooth running of the organisation and all team members are required to play an active part in the organisation.

Working environment

We are a flexible employer - the location of the postholder is flexible and can include home working. We have office locations in Glasgow, Edinburgh, Dundee, and Inverness. There would be an expectation that the post holder has a regular presence within the National Office in Glasgow. Some evening and weekend work is required to attend fundraising events in the community.

Attitudes and values

A positive 'can-do' attitude that will enthuse prospective and current supporters, colleagues, and volunteers.

Commitment to:

- Children and Human rights
- Supporting the implementation of [The Promise](#)
- 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

Essential knowledge, skills, and experience

Qualifications:

- While we would welcome the knowledge gathered through relevant qualifications, we are just as interested in relevant work experience.
- Demonstrable continuing professional development in relevant areas.

Knowledge

- Training, teaching and facilitation methodologies.
- Communication techniques and learning styles.
- The issues affecting Care Experienced people.
- Children's rights.
- Current policy and practice in relation to children and young people.
- Bid writing and pitching for contracted work in range of sectors

Skills and competencies

- A proactive attitude and drive to carry out projects to conclusion.
- Ability to motivate others utilising excellent oral and written communication skills.
- Ability to network and build key relationships across a range of corporate partners.
- Ability to manage own workload and that of other staff to achieve delivery objectives.
- Ability to work with set budgets and keep track of income and expenditure.
- Ability to capture, evaluate and interpret data and communicate the learning from activities and projects.
- Ability to work under pressure and manage your time and workload effectively to meet deadlines.
- Resilience, particularly when faced with setbacks.
- Ability to form positive relationships with a wide range of individuals.
- Be sensitive to and balance the needs of Care Experienced people, volunteers and funders.
- Ability to motivate others, work collaboratively as part of a team and on own initiative.
- Ability to work some evenings and weekends, with possible overnight stays.

Professional experience of:

- Working at supervisory level in an organisation or service.
- Experience of corporate representatives, particularly at senior level.
- Experience of working as a team-leader, coordinator, senior practitioner or equivalent level.
- Experience of developing and implementing teaching and project plans.
- Experience of measuring impact and reporting to funders.

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