



EQUALITY | RESPECT | LOVE

Who Cares? Scotland Job Specification

Post title	Participation Assistant East Lothian Champions Board
Salary range	£10.90 per hour (Real Living Wage)
Hours of work	28 hours per week
Area	South East
Base location	Edinburgh & East Lothian
Responsible to	Advocacy & Participation Manager – South East
Last update	May 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.

This exciting post will see the post holder act as a Participation Assistant for East Lothian’s care experienced children and young people in the development of their Champion’s Board work. The post holder will be involved in a range of external facing work and activities which will include campaign, training, awareness raising, partnership development and lobbying work, using a range of existing and yet to be developed activities and methods. The end result of this work will also be to deliver real change for East Lothian’s care experienced young people. The post holder will be care experienced. The post holder will use a range of communications, engagement techniques and creative methods, shaped by an abundance of ideas, to both promote the work of the Champions Board and engage young people in the development of the Board. The post holder will be an effective communicator, have a strong understanding and belief in social justice, equality, human rights and understand the difference between active and inactive citizenship. The post holder and will hold an important range of external relationships. The post will sit alongside a staff team who will work together to develop the work of East Lothians Champions Board.

Main Duties and Responsibilities

1. The Participation Assistant will support in the organising and running of the East Lothian Champions board participation groups and other related groups or activities.
2. The Participation Assistant will work alongside the Champions Board Development Officer to speak to and consult with as many of East Lothian's care experienced young people to give them an opportunity to be heard through the work of the Champions Board.
3. Work with the Development officer and the wider Champs team to design fun and engaging sessions for our regular champions board participation groups.
4. Regular communication with our Champions Board members and other Champions Board partners through social media and other platforms.
5. Support the Development Officer to deliver updates on the progress of our work, called the Priorities for Change, in meetings and reports.
6. To work alongside the East Lothians Champions Board team to help progress the Priorities for Change, which are the asks of our care experienced members to their corporate parents.
7. Support the team to identify representatives from key organisations from existing and new partners who will support the work of the board.
8. Act as a Participation Assistant for care experienced young people; including providing mentoring opportunities and promoting other activity areas such as campaigns work, public affairs work and participation work.
9. The Participation Assistant will work alongside the Champions Board development team to monitor, record and evaluate the work of the board and related activities.

Training

10. To support the East Lothian team when delivering training and awareness raising of the work of the Champions Board.
11. Support our Champions Board members to help deliver updates on their work to ambassadors and corporate parents regularly.
12. Support other care experienced young people where needed to ensure they are at the heart of the Champions Board.

Campaigning

13. Ensure care experienced young people are at the heart of, and can lead on, our campaigns and are empowered to hold their corporate parents to account.

Lobbying

14. Support care experienced young people to be able to understand the role the Children's Champions Board –as well as the role which they will play in it.
15. Be a Participation Assistant for Who Cares? Scotland by upholding the staff code of conduct, adhering to policies and procedures, and promoting values at all times.

Other

16. Carry out any other duties relevant to the post as agreed with Advocacy and Participation Manager.

Communication

The post holder will have key contacts with:

- Children and young people
- Who Cares? Scotland colleagues
- East Lothian Council partners
- East Lothian Council Champions Board development group members
- Corporate parents
- Voluntary sector partners
- National partners, e.g. CELCIS, Children's Hearing Scotland, SCRA, Care Inspectorate & SSSC

Teamwork is important to the smooth running of the Champions Board 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 Participation Assistant role.

Working environment

The post holder will be based in Edinburgh/East Lothian area. However, flexibility will be required given the remit of the role.

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 ways that help young people feel empowered

- Developing best practice through regular supervision and training opportunities
- Working with other partners and agencies to improve outcomes for children and young people

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.
- The successful candidate will be offered the opportunity to complete an SVQ level qualification while in post and must be committed to doing so.

Knowledge

You will need to demonstrate your 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 flexibly, with overnight stays

Experience of:

- Being looked after at home or away from home
- 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
- Developing relationships with third sector and local and national government representatives

To be eligible for this role you must be care experienced.

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.