



EQUALITY | RESPECT | LOVE

Who Cares? Scotland Job Specification

Post title	Communities that Care Development Officer
Salary range	£25,354 – £30,184 per annum (pro rata) NB. All new appointments will be made at the bottom of the scale
Hours of work	24.5 hours (0.7FTE) per week – some evening / weekend work
Contract	Fixed term until 31 st December 2027
Area	Clackmannanshire
Base location	Glasgow / Hybrid
Responsible to	Communities that Care Coordinator
Last update	April 2026

Introduction

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 children and young people, and the power of their voices to bring about positive change. We provide individual relationship-based independent advocacy and a broad range of imaginative participatory opportunity for Care Experienced young people across Scotland; we work alongside corporate parents and communities of all sorts to broaden understanding; we work with policy makers, leaders and elected representatives locally and nationally to shape law, policy and practice on the basis of all that can be learnt from the voices of those with experience of care - working together to build on the aspirations of [The Promise](#) and secure positive change.

Purpose of the post

Communities that Care is a project focussed on creating a world where Care Experienced children, young people and adults are known, understood, welcomed, celebrated, and loved. The aim of Communities that Care is to educate the public about the reality of care (as told to us by Care Experienced people), challenge stigma around care experience, and create the conditions for children, young people, and adults with care experience to thrive.

The post is primarily focused on the development, delivery, and evaluation of our Communities that Care work within schools primarily in Clackmannanshire but will feed into our national work too. Providing training and support to schools and other organisations across Scotland and leading on the evaluation and reporting will be key to this role.

The post holder will work with the Coordinator and existing Development Officer to deliver and report on an already-established programme of training and support for all schools in Clackmannanshire. The post holder will be responsible for liaising with all primary and secondary schools and key senior leaders within the local authority; providing ongoing training and support; gathering evaluation data via ongoing consultation and focus groups with teachers and pupils; and reporting on the impact of this work on the school community/wider local authority.

Whilst the post holder will have a principal focus on Clackmannanshire schools, they will also support the delivery of the Communities that Care model to schools and local authorities across the country. Participation is also a key part of this role, with the post holder leading on the development, delivery, monitoring and evaluation of local participation groups and supporting local Care Experienced people to engage with our wider membership offer.

The post holder will also be tasked, where appropriate, with supporting our Care Aware workforce training to employers and organisations across Scotland and potentially the wider UK. Building upon an established model of training and support, the post holder will be responsible for supporting opportunities to deliver this work in more private sector organisations and creating the conditions for Care Experienced people to thrive within the workplace.

The post holder will be an excellent communicator and facilitator with demonstrable recent knowledge and experience of the Scottish educational landscape and frameworks including The Promise, GIRFEC (Getting it Right for Every Child), UNCRC (United Nations Convention on the Rights of the Child), etc. Experience of writing funding bids, impact reports and the ability to work independently are preferable.

There is an expectation on all team members to contribute to our diverse calendar of exciting local and national participation groups and events to ensure we provide Care Experienced people with a strong sense of belonging and connection, which does require occasional evening/weekend work. By centring the voice of care experience via our data and utilising our reframing techniques at all times, the post holder will play a significant part in ensuring school and work communities are actively working towards keeping The Promise, challenging stigma, and championing all Care Experienced people have to offer.

Main duties and responsibilities

Communities that Care

- To work alongside the Project Manager and wider regional Communities that Care teams to continuously develop and evolve the Communities that Care packages of training and support
- To deliver the Communities that Care model in schools across Clackmannanshire and, alongside the existing Development Officer, act as the key point of contact for all school and the local authority
- To support the delivery the Communities that Care model in schools and workplaces across Scotland
- To lead on the development, delivery, facilitation and ongoing monitoring/evaluation of our local participation groups and activity
- To facilitate quality, trauma-informed workshops, and inputs to a range of audiences based in theories of learning and securing behavioural and attitudinal change
- To support other regional teams in the development of their 'Communities that Care' activity.
- To support opportunities to implement the Communities that Care model in new schools and workplaces across Scotland
- To ensure that all our messaging to all external audiences is evidence-based and has Care Experienced voice at its heart
- To develop and build on already established, effective relationships with Local Authorities, Corporate Parents, Third Sector service providers and funders, business, and private sector organisations, across Scotland
- To support the evaluation, reporting and learning from all activities undertaken.
- To represent Who Cares? Scotland in relevant external forums and networks.
- Ensure that services provided meet agreed service levels, standards and outcomes laid down by Who Cares? Scotland.
- To work always within the ethos of the organisation.
- To operate always within the organisation's policies and procedures.
- To assist in the organisation of events and to attend events where required
- Any other duties appropriate to the post and as required by the organisation and agreed with the Project Manager.

Communication

The post holder will have key links with:

- Care Experienced people
- Children and young people in schools
- Head teachers/Virtual Head Teachers/Educational Psychologists
- Local Authorities
- Corporate Parents

- Funding bodies,
- Third sector/public/private organisations
- Who Cares? Scotland colleagues

Teamwork, alongside a strong individual initiative will be crucial for the effective operation and imaginative development of the work.

Working environment

The postholder will have a regular presence within the National Office in Glasgow and across Clackmannanshire. Home working is offered as part of our commitment to flexible working and wider travel across Scotland may be necessary. They will be expected to travel across Scotland regularly to fulfil their remit. Occasional evening and weekend work, including overnight stays, is a requirement of the role.

Attitudes and values

Commitment to:

- Children and Human 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, empowering them to shape their own lives, benefitting from the care and support they need
- An understanding of structural barriers, social oppression/liberation, and intersectionality
- Developing best practice through regular supervision and training opportunities
- Inter-agency, inter-disciplinary working 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.
- Demonstrable continuing professional development in relevant areas.

Knowledge:

Demonstrable knowledge of:

- Teaching and learning methodologies.
- Communication techniques and learning styles.
- The issues affecting Care Experienced people.
- Child and human rights.

- Current policy and practice in relation to Care Experienced people.
- The Promise.

Skills and competencies:

- Excellent presentation and facilitation skills.
- Strong interpersonal and communication skills, including the ability to build and maintain strong relationships with a diverse range of people.
- Excellent English language skills with the ability to communicate in clear, concise language to a variety of audiences.
- Ability to develop and sustain positive relationships with external colleagues.
- Working with children and young people.
- Ability to work effectively as part of a team.
- Ability to work on a range of projects in tandem.
- Ability to manage your time and workload effectively to meet deadlines.
- Good knowledge of the Microsoft office suite

Experience in:

- Working directly with children and young people, both individually and in groups.
- Delivering training or engaging a range of audiences.
- Developing and implementing learning, teaching, and project plans.
- Developing and delivering events.
- Report writing and evidencing practice and impact

Equal Opportunity Employer:

As an equal opportunities employer we are committed to diversity, equality and inclusion in our workplace. We positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Lived Experienced Employer:

We welcome and encourage applications from those who are care experienced.

The term “care experienced” refers to anyone who has been in 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.