

**FORCES
CHILDREN
SCOTLAND**

CANDIDATE RECRUITMENT PACK

Join Our Force for Good



Our Vacancies:

- Communications & Marketing Officer
- Fundraising & Partnerships Manager
- Participation Worker (East – Edinburgh & Fife)

Forces Children Scotland (formerly known as Royal Caledonian Education Trust)
Scottish Charity Number: SCO38722 | Patron: His Majesty, King Charles III

Registered Address: C/O The Melting Pot, 15 Colton Road, Edinburgh, EH8 8DL.



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

FOREWORD

Dear Candidate,

I'd like to thank you for considering applying for one of our three exciting vacancies at Forces Children Scotland. Hopefully this Candidate Recruitment Pack will be helpful in supporting you to find out more about us as an organisation, and potential new employer. It includes some encouragement to get in touch and have a conversation if you are thinking about applying, and details on the application and recruitment process itself. We would love to hear from you, please give us the opportunity to showcase to you why we could be a great next step in your career.

Now everybody says that it is a good time to be joining an organisation when recruiting, but seriously... this is a great time to be joining Forces Children Scotland! We are putting plenty of development time into our flexible approach, and enhancing our employee offer. We are defining our desired work culture as a staff team. Come join us and craft what you want work to look and feel like! We come together in person once per month to collaborate as a staff team on issues that matter to us. From there, you have the autonomy to work remotely and/or locally, based on the needs of the role. We are co-producing our new strategy which we will launch in the summer, so it really is an exciting time to be a part of the team here.

A word on co-producing our projects, services and campaigns with forces children and young people. It's a core part of who we are and what we do. For us, co-production is when young people, staff and partners come together as equals and make shared decisions about our work. We are currently co-producing our Rights Charter that we will launch during the Month of the Military Child in April. We are committed to making rights real for forces children and young people. We are currently very curious about 'power sharing', considering this between our young people and Board of Trustees as part of our strategy co-production, and rippling through all that we do. Forces children and young people are embedded in this very recruitment process, hence the request for a child-friendly application, which young people will review as part of the shortlisting, as well as sitting on Final Stage Panels. We are also using a consistent application form as part of an intentional effort towards a safer, fairer and more inclusive recruitment practice.

We currently hold the Bronze Award of the Armed Forces Covenant's Employer Recognition Scheme. We are working towards the Silver Criteria, and indeed have aspirations to become a Gold Award holder in the future. We support defence and the armed forces community, and wish to inspire others to do the same. We are armed forces-friendly and welcome applications from reservists, veterans, cadet instructors, military spouses and partners. Indeed we will welcome and value applicants of all experiences and circumstances, determined to set you up for success.

Thank you once again for thinking about Forces Children Scotland. We hope to hear from you soon. Good luck!

Steven Sweeney

Chief Executive

Forces Children Scotland



ABOUT US

We support the armed forces community in Scotland, which includes 13,000 children and young people.

Our charity was founded in 1815, just four days before the Battle of Waterloo. Over 200 years on, His Majesty King Charles III, serves as Patron of Forces Children Scotland.

As a strengths-based organisation, we are committed to working directly with children, young people, and partners across Scotland to co-produce our projects, services and campaigns.



MISSION

Our mission is to support children and young people from armed forces communities. We embed their lived experience at the heart of everything we do to provide exciting opportunities to get involved in co-producing our projects and services, as well as co-developing campaigns to amplify their voices to inspire meaningful change.

VISION

To make Scotland a place where all children and young people from armed forces and veteran families are listened to, their rights are upheld, and empowered to realise their potential and thrive.

VALUES



PASSIONATE



TRUSTED



COLLABORATIVE



HONEST



WHAT WE DO

Alongside forces children and young people

We deliver youth participation activities that build confidence, develop new skills, expand horizons, and help to make new friends.



We support forces children and young people in standing up for their rights and amplifying their lived experiences to achieve meaningful change.



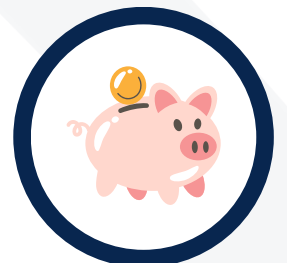
We co-produce our projects, services and campaigns.



We assist professionals to enhance understanding and practice to meet the unique support needs of this community through our accredited CPD modules.



We provide financial help for young carers, students and families from armed forces communities to cover many of lives' essentials.



We deliver face-to-face and digital mental health and wellbeing services.



ROLES SUMMARY

COMMUNICATIONS & MARKETING OFFICER

Salary: £29,000 to £30,160

36 days annual leave, 4% pension contribution

Full-time, Permanent contract

Location: Remote

Line Manager: Chief Executive

[Download the Job Description.](#)

FUNDRAISING & PARTNERSHIPS MANAGER

Salary: £40,131 to £41,736

36 days annual leave, 4% pension contribution

Full-time, Permanent contract

Location: Remote

Line Manager: Chief Executive

[Download the Job Description.](#)

PARTICIPATION WORKER (EAST EDINBURGH & FIFE)

Salary: £24,440 pro rata to £25,418 pro rata

Part-time (21 hours per week), Fixed-term contract until 31st March 2026

36 days annual leave (pro rata), 4% pension contribution

Location: Edinburgh/Fife

Line Manager: Participation Manager

[Download the Job Description.](#)

NEXT STEPS

To apply, please complete an Application Form and submit it alongside a Child-Friendly Application to admin@forceschildrenscotland.org.uk by the deadlines indicated below.

[Download the Application Form.](#)

Alongside the Application Form, candidates are asked to send in a child-friendly version of their application. It should set out the values, skills and the experience that you have that makes you suitable for this role. The format could be written, a graphic, a short film or picture, and should be suitable for review by a 14-17 year old.

We hope this candidate recruitment pack has peaked your interest in joining us, and we would actively encourage having a pre-application chat if you'd like to do so. To arrange, please contact Steven Sweeney, CEO on steven.sweeney@forceschildrenscotland.org.uk.

A timeline for the recruitment process for each role is detailed below:

	Communications & Marketing Officer	Fundraising & Partnerships Manager	Youth Participation Worker (East Edinburgh & fife)
Deadline for applications	Monday 17th March at 5pm	Wednesday 19th March at 5pm	Thursday 13th March at 5pm
1st stage - online interview	Tuesday 25th March	Thursday 27th March	N/A
Final stage - in-person interview	Tuesday 1st April Glasgow	Thursday 3rd April Edinburgh	Friday 21st March Edinburgh

Thank you for considering an application to join the team at Forces Children Scotland. Good luck!



STRATEGY

This is a very exciting time to join Forces Children Scotland as we co-produce our new strategy with forces children and young people, our staff team and board, and our external partners. We aim to launch this in summer 2025, and hope you will consider joining us in developing and delivering our new ambitious plans.

[Read Steven's blog on co-producing our new strategy.](#)





ForcesChildrenScotland.org.uk



We would recommend you have a look at these documents:

[Impact Report 2023/24](#)

[Our Influencing Strategy](#)

[It's Not Just Their Job, It's Our Whole Lives](#)

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