# Job Description

Responsible to: Participation Manager

Salary: £27,880 - £29,000 FTE

Hours:  21 hours per week

Term: Permanent

Location:Home based working in **either Edinburgh OR Angus & Fife**

Delivery will take place at strategically located sites near an Armed Forces base.

Forces Children Scotland supports babies, children and young people from Regular, Reservist and Veteran families to realise their potential and thrive. We work with children and young people to co-produce services and projects to overcome their unique challenges to mental health and wellbeing, education and learning and important transitions.

# Our approach to working with children and young people

Forces Children Scotland is committed to taking a children’s rights-based approach to all aspects of our work, from planning to service delivery. This means we strive to ensure our work is grounded in the United Nations Convention on the Rights of the Child. Engaging in co-production with children and young people can help ensure their right to participate in matters affecting them is meaningfully upheld and implemented.

# Purpose of Job

Children and young people from armed forces families face unique experiences, and their voices are often unheard. In this role, you will provide an opportunity for them to share their experiences and inform policy and practices in our work while also influencing those in the Ministry of Defence, Local Authorities, and the Scottish Government. You will work directly with children and young people to facilitate a broad range of participatory and engagement opportunities.

## Responsibilities and Duties

1. Build trusting relationships with young people so they feel comfortable and supported at all times.
2. Design, organise and coordinate participation activities and events with and for children and young people.
3. Work directly with children and young people, including children in early years settings and children and young people with additional support needs.
4. Identify appropriate and accessible ways for children and young people to participate meaningfully in activities designed to help them share their views and experiences.
5. Support children and young people to bring their own project ideas to life, working alongside them to make a real impact.
6. Work in partnership with colleagues in the Army, Naval and RAF welfare services, schools, colleges and other third sector organisations in order to recruit children and young people to participate in our activities.
7. To raise awareness of the experiences and voices of children and young people from armed forces families across a wide range of audiences.
8. Contribute to monitoring, evaluation and reporting of the impact of our participation work and outcomes for participants.
9. To work closely with other Forces Children Scotland staff in supporting the aims and objectives of the organisation.
10. Carry out any other duties commensurate with the post as identified by your line manager.

# Person Specification

## Skills and Experience

QUALIFICATIONS

A relevant qualification, to a minimum standard of HNC/SVQ 3 (SCQF level 7) in a discipline related to working with children and young people, or equivalent work experience. Ideally you will have broad expereince working across different age groups.

EXPERIENCE (ESSENTIAL)

Minimum 2 years’ experience of working in one of the following areas:

* Youth Work
* Community Work
* Education
* Experience of working with vulnerable children and young people.
* Experience of coproducing projects with children and young people.
* Experience of organising and planning of activities for children and young people.
* Experience of working in a collaborative, inter-agency, inter-disciplinary way

EXPERIENCE (DESIREABLE)

* Understanding of the issues affecting Armed Forces Children and Young People and their families

KNOWLEDGE (ESSENTIAL)

* Demonstrate a working knowledge of child protection and GIRFEC.
* Demonstrate an awareness and understanding of the issues around children and young people’s participation.
* Knowledge and understanding of, and commitment to, equality of opportunity and inclusion.
* An up-to-date knowledge of issues which affect young people.

SKILLS

* Ability to develop and maintain positive relationships with children and young people, parents, carers, colleagues and other professionals.
* Have a working knowledge of child protection guidelines.
* Work in partnership with a wide range of agencies.
* Communicate to a range of audiences in an engaging way.
* Positively advocate on behalf of Armed Forces Children and Young to a wide range of individuals and agencies.
* Initiate, engage in, and promote meaningful creative participation opportunities for Armed Forces children and young people.
* Manage own time and workload to effectively prioritise and meet deadlines.
* Ability to evidence work and contribute to funding reports.
* Ability to work both collaboratively as part of a team and on own initiative.
* Good verbal and written skills and the ability to communicate clearly and sensitively.
* Self-motivated, team working and ability to use initiative.
* Use information and digital technology including communications and office applications.

Commitment to and understanding of:

* Children’s rights
* Co-production
* Working in partnership with young people, empowering them to make decisions about their own lives.

# ADDITIONAL INFORMATION

**A full driving licence and access to a car are essential for this role.**

Participation work takes place in key schools located near armed forces bases. While regular travel to these schools is required, you will not be expected to cover the entire region.

The post will cover **either** Edinburgh **OR** Angus and Fife, depending on the successful candidate’s home location. You will deliver face-to-face sessions in the allocated area each week, so the role involves a significant amount of travel.

This is a home-based position, and travel expenses will be paid from your home address within the delivery area. Occasionally, you may be required to work outside of this area.

The post holder will need to be prepared to work flexibly, including evening, weekend and occasional overnight stays.

## Pension Scheme

Forces Children Scotland offers a Pension Plan, with Smart Pension. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to statutory minimums) with Forces Children Scotland contributing up to 4% of gross salary.

Employee benefits

Access to 'Health Assured' Employee Assistance Platform.

## Annual Leave

Forces Children Scotland leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave (including public holidays). These allowances are pro-rated for part time employees.

## TOIL

TOIL is provided for work undertaken over normal contracted hours.