

**FORCES
CHILDREN
SCOTLAND**

CANDIDATE RECRUITMENT PACK

Join Our Force for Good



Our Vacancy:

Participation and Rights Worker (East)

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 this exciting vacancy 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 enhancing our employee offer and intend to have this finalised in December - perfect time for you joining us! We have embraced flexible working across a range of different roles and would be happy to discuss your requirements with you at the recruitment stage. We have defined our desired work culture as a staff team, where we have identified and modeled our behaviours and how we best support each other. 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 have recently co-produced our new strategy, and have a clear plan of what we want to achieve together over the next 3 years. 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 babies, children and young people from forces families. 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 co-produce all our work with children from forces families. Our Participation Principles and Rights Charter demonstrates our commitment to youth participation and rights-based approaches. Children from forces families 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 Interview 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 babies, children, young people, and partners across Scotland to co-produce our projects, services and campaigns.



MISSION

We provide support and opportunities to enable babies, children and young people from Regular, Reservist and Veteran families to realise their potential and thrive.

VISION

Opportunities for babies, children and young people from Regular, Reservist and Veteran families are maximised.

They are listened to, their rights are upheld, and they are empowered to realise their potential and thrive.

VALUES



PASSIONATE



TRUSTED



COLLABORATIVE



HONEST



OUR THREE-YEAR STRATEGY

HEAR. INVOLVE. SUPPORT. is the name of our new strategy and our commitment to children from forces families. [Read the full strategy here.](#)

- **HEAR:** Co-creating safe and inclusive spaces for views to be expressed, heard and acted upon
- **INVOLVE:** Sharing power in co-producing and co-designing solutions to influence change
- **SUPPORT:** Promoting youth leadership, upholding rights and improving wellbeing

This strategy has been shaped by how children from forces families have told us they would like to be heard, be involved, and be supported. Join us in maximising opportunities for babies, children and young people from Regular, Reservist and Veteran families. Together, we can support them to realise their own potential and thrive.

OUR STRATEGIC GOALS

In 2025-2028, we will focus on...

Co-operating,
Co-ordinating and
Collaborating



Education
and Community
Supports



“Hear us,
Involve us,
Support us”



A healthy,
happy and
energised FCS



ROLE SUMMARY

PARTICIPATION AND RIGHTS WORKER (EAST)

Salary: £27,880 pro rata to £29,000 pro rata

Part-time (21 hours per week), Permanent contract

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

Location: Home-based in either Edinburgh OR Angus and Fife
(at strategically located sites near an Armed Forces base)

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

Deadline for applications: Thursday 23 October at 5pm

Interview: Week commencing 27 October in Edinburgh

[Download the Application Form](#)

Candidates are asked to create 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 piqued your interest in joining us, and we would actively encourage having a pre-application chat if you'd like to do so.

Please contact Nina Collins, Participation Manager:

nina.collins@forceschildrenscotland.org.uk

OUR PRINCIPLES

The work we do is driven by the meaningful participation of babies, children and young people. In September, we published principles outlining how we approach participation and uphold children's rights at every stage.

Our principles make sure that:

- Everyone knows their role – Young people understand why they're being asked to join in, and how their input will make a difference.
- Boundaries are clear – Adults remain clear on their responsibilities, including safeguarding, while being open to share power where it is safe and appropriate.
- Things are fair and accessible – Participation is designed with young people, not just for them, so it actually works for their needs.
- We value honesty and follow-through – Everyone knows what can (and can't) change, and young people see how their ideas feed into real decisions.

[Learn more about Forces Children Scotland's principles here.](#)





Supporting armed forces
children & young people

[FORCESCHILDRENSCOTLAND.ORG.UK](https://forceschildrenscotland.org.uk)



To better understand what we do and the babies, children and young people we support, we would recommend looking at these documents and resources:

- [Our 2025-2028 Strategy: Hear. Involve. Support.](#)
- [Facilitating the Meaningful Participation of Babies, Children and Young People](#)
- [Forces Children's Rights Charter](#)
- [The Deployment Rollercoaster](#)
- [Impact Report 2023/24](#)
- [It's Not Just Their Job, It's Our Whole Lives](#)

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