FORCES CHILDREN SCOTLAND

Supporting armed forces children & young people

Recruitment Pack - January 2026

POLICY AND CAMPAIGNS OFFICER

ARMED FORCES COVENANT

EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

A MESSAGE FROM OUR CEO

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.

Does driving change to improve the lives of babies, children and young people from Armed Forces and veteran families excite you?

The Forces Children's Rights Charter was co-produced with children and young people from forces families to champion their rights and drive that positive change. It recognises the unique challenges faced and emphasises the importance of listening to their experiences and needs. The Charter serves as a representation of their ideas, stories, and a vision for the future, advocating for fairness, recognition and support.

This vacancy presents an opportunity to play a key role in delivering the ambitions laid out in the Forces Children's Rights Charter!

Please do read on to find out more about our strategy, our healthy, happy, energised, rights-respecting work culture, the responsibilities and duties associated with this role, employee benefits, and our approach to flexible working.

Good luck!

Steven Sweeney
Chief Executive
Forces Children Scotland

ABOUT US

OUR 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.

OUR 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.

OUR VALUES

As an organisation, we are always striving to be:

TRUSTED

PASSIONATE

COLLABORATIVE

HONEST

OUR THREE-YEAR STRATEGY

In August 2025, we launched our organisational strategy for 2025-2028, outlining our commitment to babies, children, and young people from forces families.

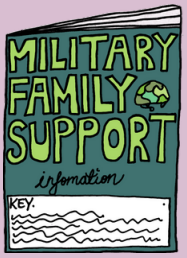
The name of this strategy is **'Hear. Involve. Support.'**

We are passionately promoting youth leadership and sharing power with children from forces families. We will build on our work in the early years, with babies now directly mentioned in our vision and mission. We want to be inclusive of the whole armed forces community, whilst recognising what makes us unique is that our work is tri-serve and spans across communities in Scotland.

In the next three years, we will focus on:

Cooperating cross-sector, coordinating across networks, collaborating with purpose

Participation, resources and wellbeing supports in Early Years, Primary, Secondary and community settings



Creating spaces for listening, sharing power and upholding rights through learning, development and policy

Cultivating a well-run organisation with our people established as our greatest asset

As a rights-respecting organisation, the meaningful participation of babies, children and young people is essential to all that we do. Our projects and strategic work are guided by our organisational **participation principles**, ensuring that the voices of children and young people are taken seriously.

EMPLOYEE BENEFITS

We are proud of our healthy, happy, energised, rights-respecting work culture at Forces Children Scotland. In recognition of this, our Board of Trustees have approved a range of actions to further enhance our employee offer, which will be fully implemented by 1 April 2026:

Work from home: Forces Children Scotland is a remote-first team. You will be expected to travel to monthly team meetings and other occasional meetings with colleagues and partners across Scotland.

Annual leave: Full-time employees are entitled to 36 days of annual leave (including public holidays). We also close in between Christmas and New Year, gifting the days off as a thank you to the staff team for their efforts throughout the year.

Pension plan: 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 6% of gross salary.

Flexible working: As a flexibly enabled workplace, we practice, encourage and welcome conversations around flexible start and finish times, part-time working, informal and ad hoc adjustments, reliable, predictable work patterns, paid time off for appointments, compressed hours, and the removal of unnecessary travel.

Other benefits: We also offer Life Assurance Cover, inclusive and enhanced forces-friendly policies, compassionate leave, the ability to buy and Sell annual leave, and pre-tax deductible offers.

ABOUT THE ROLE

- **Job Title:** Policy and Campaigns Officer
- **Responsible to:** Deputy CEO
- **Salary:** £30,160, increasing to £31,500 after probation period
- **Hours:** Full-time, 35 hours per week
- **Term:** Permanent
- **Location:** Remote

PURPOSE OF THE ROLE

The Policy and Campaigns Officer will play a key role in delivering the ambitions of the Forces Children's Rights Charter, driving change to improve the lives of babies, children and young people from Armed Forces and veteran families.

You will plan and deliver policy influencing, public affairs and public-facing campaigns, helping decision-makers better understand the unique experiences of forces children and why these must be reflected in law, policy and practice. Grounded in strong evidence and co-production, the role ensures children's lived experience directly shapes influencing activity.

Working closely with colleagues across learning and development, communications and participation, you will research, write and represent Forces Children Scotland externally, while managing competing priorities and contributing positively to a small, collaborative team.

JOB DESCRIPTION

KEY RESPONSIBILITIES

- Monitor devolved, reserved and local policy developments to identify influencing opportunities.
- Research, analyse and synthesise evidence to inform policy positions and campaigns.
- Draft high-quality policy and campaign outputs, including consultation responses, parliamentary briefings, reports and articles.
- Develop and deliver lobbying and campaigning activity aligned to the Forces Children's Rights Charter.
- Ensure meaningful participation of forces children in policy and campaigns work, supporting co-production throughout.
- Build and maintain effective relationships with parliamentarians, government, national bodies and other stakeholders.
- Represent Forces Children Scotland at meetings, working groups and events.
- Share learning and updates with colleagues and contribute to team development.

PERSON SPECIFICATION

ESSENTIAL

- Experience in a public-facing policy, research or influencing role.
- Strong analytical skills, with experience producing evidence-based briefings or reports.
- Excellent written and verbal communication skills, able to convey complex information clearly.
- Graduate-level qualification (or equivalent experience) in a relevant discipline.
- Ability to work autonomously, manage priorities and meet deadlines within a small team.
- A collaborative, proactive and problem-solving approach.

DESIRABLE

- Understanding of issues affecting children from Armed Forces families.
- Knowledge of social policy, legislative or political processes.
- Media relations experience
- Experience of participatory or co-produced policymaking.
- Social research experience
- Lived experience of forces family life.

HOW TO APPLY

Deadline for applications: 6 February 2026
Interview: 17 February 2026 in Glasgow

To apply, please complete an Application Form and submit it alongside a child-friendly application to: **admin@forceschildrenscotland.org.uk**

Download the Application Form here.
We also require a **Regulated Work Declaration**.

CHILD-FRIENDLY APPLICATION

Children and young people are deeply involved in our recruitment process. We ask all candidates to create a child-friendly version of their application setting out the values, skills and experience that make you suitable for this role. The format could be a written statement, graphic, short film or picture and must be suitable for review by a 14-17 year old.

We hope this recruitment pack has piqued your interest in joining us. We welcome all candidates to arrange a pre-application chat to discuss the role. Please contact Meg Thomas, Deputy CEO:
meg.thomas@forceschildrenscotland.org.uk

LEARN MORE

To better understand what we do and the lives of the babies, children and young people we support, we recommend that you have a look at these documents and digital resources:

- Our 2025-2028 Strategy: Hear. Involve. Support.
- Our 2024-2025 Annual Impact Report
- Our Principles: Facilitating the Meaningful Participation of Babies, Children and Young People
- The Forces Children's Rights Charter
- The Deployment Rollercoaster
- The Rights Report: It's Not Just Their Job, It's Our Whole Lives

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Patron: His Majesty King Charles III