



**FORCES  
CHILDREN  
SCOTLAND**

Supporting armed forces  
children & young people



**Recruitment Pack - May 2026**

# **PARTICIPATION AND RIGHTS WORKER (EAST) MATERNITY COVER**



**EMPLOYER RECOGNITION SCHEME**

**BRONZE AWARD**

Proudly supporting those who serve.

# A MESSAGE FROM OUR CEO

**Thank you for your interest in this important role that will provide support and opportunities for Forces children in the East of Scotland.**



I hope this Recruitment Pack will help you 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 why we could be a great next step in your career.

This exciting role involves delivering our vital participation work in both education and community settings near Armed Forces bases in Edinburgh City and Penicuik. Children from Armed Forces families grow up with experiences that many of their peers and teachers may not understand firsthand. The experiences of Forces life can build adaptability and confidence, but they also come with unique needs that must be recognised by the systems around children and young people. Help us realise the recommendations of our recent report, [Camouflaged in the education system](#), for Children from Armed Forces families in the East of Scotland.

This role is flexibly enabled with home-based working, plus in-person delivery in schools and the community. We believe that greatest job satisfaction and performance in the role will come with the successful candidate based within the local community. We welcome applications from candidates living across the East of Scotland, but in particular would welcome applications from candidates living in or around Edinburgh itself.

Please do read on to find out more about our strategy; our healthy, happy, energised, and rights-respecting work culture; the responsibilities and duties of 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 have been fully implemented as of 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.

**Forces-friendly policies:** Additional paid leave is available for Reservists and Cadet Forces Adult Volunteers. We are also aware of the procedure in relation to mobilisations and would be supportive of any request to mobilise a Reservist within our workforce. This extends to any Veteran in the Strategic Reserve, i.e. Ex-Regulars with a call-out liability.

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

# ABOUT THE ROLE

- **Job Title:** Participation and Rights Worker (East) [Maternity Cover]
- **Responsible to:** Participation Manager
- **Salary:** £27,885 FTE, increasing to £29,000 after probation period
- **Hours:** 21 hours per week
- **Term:** 1<sup>st</sup> August 2026 to 30<sup>th</sup> June 2027 (Maternity Cover)
- **Location:** Remote-first with regular travel across **Edinburgh City and Penicuik**—delivery will take place at strategically located sites near Armed Forces bases

Ideally, the successful candidate will live in the Edinburgh area.

## OUR APPROACH

We are 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 THE ROLE

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 and influence 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.

# JOB DESCRIPTION

## RESPONSIBILITIES AND DUTIES

- Build trusting relationships with young people so they feel comfortable and supported at all times.
- Design, organise and coordinate participation activities and events with and for children and young people.
- Work directly with children and young people, including children in early years settings and children and young people with additional support needs.
- Identify appropriate and accessible ways for children and young people to participate meaningfully in activities designed to help them share their views and experiences.
- Support children and young people to bring their own project ideas to life, working alongside them to make a real impact.
- 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.
- Raise awareness of the experiences and voices of children and young people from Armed Forces families across a wide range of audiences.
- Contribute to monitoring, evaluation and reporting of the impact of our participation work and outcomes for participants.
- Work closely with other Forces Children Scotland staff in supporting the aims and objectives of the organisation
- Carry out any other duties commensurate with the post as identified by your line manager

# PERSON SPECIFICATION

## 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 experience working across different age groups.

## EXPERIENCE (ESSENTIAL)

Minimum of two years experience 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 (DESIRABLE)

- Understanding of the issues affecting children and young people from Armed Forces families

## KNOWLEDGE (ESSENTIAL)

- Working knowledge of child protection and GIRFEC.
- 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
- Up-to-date knowledge of issues which affect young people.

# PERSON SPECIFICATION

## 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.

# PERSON SPECIFICATION

## 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.

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.

# HOW TO APPLY

**Deadline for applications:** Tuesday 26 May, 5pm

**Interview:** Wednesday 3 June, in-person in Edinburgh

To apply, please complete an Application Form and submit it alongside a child-friendly application to: [admin@forceschildrenscotland.org.uk](mailto: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 Nina Collins, Participation Manager:

[nina.collins@forceschildrenscotland.org.uk](mailto:nina.collins@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:

- [Camouflaged In the education system: The experiences of children and young people from Armed Forces families](#)
- [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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[FORCESCHILDRENSCOTLAND.ORG.UK](https://www.forceschildrenscotland.org.uk)



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