Job Description

|  |  |
| --- | --- |
| Job title |  **Young Person’s Participation Worker** |
| Accountable to | Head of Operations, Scotland |
| Objectives | To work with the operations manager in meeting the objectives and delivery of the Young Start Fund Project. ‘Building Connections, Creating Change’ |
| Hours per week | 35 |
| Location  | Hybrid linked to Glasgow office  |
| Status | Fixed term contract of 2 years,  |
| Disclosure required?(The post involves contact with children and/or access to confidential information about children and families) | Yes  |

## Responsibilities and accountabilities

 Project delivery

1. To offer direct support to the young people who sit on our young person’s advisory board.
2. To recruit new members to the advisory board, broadening the current age range (15 – 23)
3. Work with the Advisory Board and the project manager (Head of Operations) to support the seamless delivery of the programme.
4. Be the main point of contact for activities relating to the Advisory Board within the project, liaising with key staff and ensuring effective communication across the project.
5. To develop, manage and support, participation and engagement with young people with experience of foster care in Scotland, ensuring programmes align with The Promise.
6. To raise the aspirations of care experienced young people by active engagement, coproduction, delivery of engagement events and through creative, participatory activities.
7. To develop and maintain relationships with key partners across Scotland to ensure that diverse groups of young people are included in decision making and we are meeting the aspirations of The Promise.
8. To ensure that young people are actively involved in monitoring and evaluating the project.
9. Contributing to the communications required for the project, this includes coordinating project wide communications, taking responsibility for writing project updates for internal and external audiences, including e news and newsletters, organisational website and member communications.
10. To actively contribute to and support the delivery of The Fostering Network’s priorities and strategic plan and to ensure that participation and engagement of care experienced young people is informing strategic direction.
11. To evaluate and develop one’s own work and skills and promote equal opportunities awareness, diversity and anti-discriminatory practice.

## Management

##

 No Line management responsibilities

## Budget

 To operate within the agreed budgets and be responsible for any delegated budgets

## General statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

## Knowledge and Experience

## Essential criteria

Experience of working with a diverse range of care experienced young people, empowering them to achieve positive outcomes and resilience.

A sound understanding of care and the issues that impact upon care experienced young people.

A sound understanding of The Promise, its Change Programmes and Plans.

Experience of participation work and coproduction with care experienced young people.

Experience of organising, co-ordinating and delivering events.

Experience of working with a wide range of internal and external stakeholders.

Involvement in project delivery, either in a lead or a support role.

## Skills and abilities

## Essential criteria

Commitment to champion the best interests of children and young people.

Ability to develop and co design programmes that are intended to increase and enhance the participation of young people.

Highly organised, with ability to prioritise, plan and deliver work within agreed timeframes and to a high standard.

Ability to work collaboratively with others both internally and externally.

Takes the initiative to proactively respond to queries, solve problems and resolve issues which arise.

Willingness to take direction and work alongside project staff.

Ability to handle confidential information in a professional manner.

Positive can do attitude with a flexible and creative approach to achieving project outcomes to a high standard.

Openness to learning and self-reflection in order to improve practice.

Commitment to promoting equality and diversity and tackling discrimination.

Willingness to travel across Scotland.

Willingness to work evenings and occasional weekends.

Ability to work out with normal working hours as required.

Excellent IT skills –Microsoft Outlook, Office, PowerPoint, databases.

**Desirable Criteria**

A knowledge of the fostering-related issues that impact upon young people.

Producing high quality written materials.

Experience of using social media in a professional context.

Experience of monitoring and evaluation.

##

## Qualifications (Professional, Technical)

Recognised qualification in youth work or equivalent experience.

## Additional Information

**Pay and conditions of service**

|  |  |
| --- | --- |
| Band | The Fostering Network Band 5  |
| Salary | £24,000 - £27,341pa |
| Annual Leave | 29 Days with 3 days to be taken for closure days in December. |
| Probationary period | 6 calendar months. |
| Notice period | Six working weeks One week during probationary period. |
| Hours of work |  35  |
| Pension | Optional. Money-purchase scheme and salary sacrifice option is available with AEGON:Employee contribution is 3% of gross annual salaryEmployer contribution is 5% of gross salary. |
| Season Ticket Loan | An interest free season ticket loan is available to all staff immediately. |
| Trade Union | The Fostering Network recognises the trade union Unite and members of staff can join if they wish. |