

Royal Caledonian Education Trust
Youth Participation Worker
Job Description

Responsible to:	Children and Young People Participation Manager
Salary:	£23,500 pro rata
Hours:	21 hours per week.
Location	Home based (Central Scotland)
Duration:	18 months Fixed Term in the first instance
Pension Scheme:	RCET 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 RCET contributing up to 4% of gross salary.
Annual Leave:	RCET 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.

Our approach to working with children and young people:

RCET 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 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 and influence those in the MoD, Local Authorities and 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. To establish and maintain a network of forums groups for children and young people from armed forces families in living in Central Scotland, including but not limited to Argyle and Bute, Edinburgh, Mid Lothian, Forth Valley and Fife.
2. Promote and develop the active involvement of children and young people in our work.
3. To create a programme of engagement and participation activities allowing children and young people the opportunity to share their experiences and create positive change in their communities.
4. Work in partnership with colleagues in the Army, Naval and RAF welfare services, schools, colleges and other third sector organisations in order to recruit young people to the project.
5. To raise awareness of the experiences and voices of children and young people from armed forces families across a wide range of audiences.
6. Establish relationships with partner organisations, stakeholders and key influencers across relevant sectors and fields.
7. Represent RCET externally, to the press and at events or forums as required.
8. To monitor and evaluate project activities against agreed outcomes.
9. To liaise closely with other RCET staff in supporting the aims and objectives of the project.
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.

EXPERIENCE

Essential

A minimum of two years' experience of working in one of the following areas:

- Youth Work
- Community Work
- Education

Experience of working with vulnerable young people.

Experience of coproducing projects with children and young people.

Experience of organising and planning of activities for young people.

Experience of working in a collaborative, inter-agency, inter-disciplinary way.

Desirable

- 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 group dynamics.

Knowledge and understanding of, and commitment to, equality of opportunity and inclusion.

An up-to-date knowledge of issues which affect young people.

SKILLS

- Develop and maintain appropriate 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 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:

- 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 is required.

The post covers Central Scotland and therefore will include a significant amount of travel.

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