

- Post:** Policy and Participation Officer CHANGE
- Location:** Children in Scotland, Edinburgh and a base in Glasgow tbc
(frequent travel within Glasgow and between Glasgow and Edinburgh will be required)
- Accountable to:** CHANGE Project Manager

Vision and Purpose

To contribute to and support Children in Scotland's vision and purpose for all children in Scotland.

Overall objective

We have BIG Lottery funding until the end of September 2019 to develop a project titled CHANGE: Childcare and Nurture Glasgow East. This is a pathfinder project that tests some of the recommendations of the Commission for Childcare Reform. As part of the project team, you will contribute to developing a sustainable model for childcare for the East of Glasgow. The project team, managed within Children in Scotland, will develop and maintain excellent relationships with key local partners, including parents, families and community representatives, Glasgow City Council, Thriving Places North East team and relevant childcare leads and interested parties.

The project team will be responsible for developing and maintaining the programme to challenging timescales, with a focus on planning and delivering activities, which contribute to the project's outcomes.

Travel and working requirements

This post requires significant travel within the East of Glasgow and between Glasgow and Edinburgh. It is likely that this will usually be 2 days in Edinburgh and 3 days in Glasgow per week. The Glasgow base will be in an office managed by Glasgow City Council Thriving Places team.

Responsibilities

Policy and information

Policy work and responsibilities will include, but will not be limited, to:

- Leading on the maintenance of quality information and analytical tools for the project (including reporting on its progress, its analysis of need, supply and demand) and ensuring that these tools are updated regularly and readily available to the project board.
- Researching and keeping informed about alternative childcare models and reporting to the project team on relevant findings.
- Gathering information from partners, supported by the project team within Children in Scotland and at a local level.
- Supporting financial profiling around the establishment of a childcare hub.

Participation & engagement activity

Participation and engagement work and responsibilities will include, but will not be limited, to:

- Providing support to the project officer to maintain ongoing engagement with project stakeholders including parents and carers, children, childcare service providers, local government policy staff and interested parties.
- Providing support to the project officer in developing sustainable links and relationships with members of the community in the project area
- Supporting communications for project stakeholders including regular updates on progress

Evaluation

Evaluation work and responsibilities will include, but will not be limited, to:

- Supporting the project's evaluation team (the Glasgow Centre for Population health), providing secretariat and responding to information requests
- Contributing to the ongoing evaluation by the Children in Scotland project team

Other

- Other duties as deemed appropriate to the post.

PERSON SPECIFICATION:

Essential qualities

1. Possession of a relevant academic qualification or relevant professional experience.

2. An understanding of the national and strategic context within which childcare is developing.
3. Excellent organisational skills with the ability to plan and organise a complex workload to agreed timescales and quality standards.
4. Ability to work with sensitivity of the local planning context, in relation to childcare provision, and the wider challenges and contribution of the community and relevant professional interests.
5. Ability to work in partnership to deliver improvement and change at local and national level.
6. Excellent communication skills with the ability to engage and communicate effectively, responsibly and ethically with a variety of audiences (from local communities to senior decision-makers and financial experts) and to achieve change through this engagement.
7. Skills in developing, gathering, analysing, evaluating and disseminating a range of often complex information effectively, including financial profiling and both quantitative and qualitative data.
8. Ability to work as part of a team as well as to work independently, use initiative, take responsibility and be pro-active.
9. Understanding of budgets and working within and to the project budget.
10. A commitment to promoting the aims and values of the organisation with particular regard to equality of opportunity and non-discriminatory practice.
11. A flexible approach in order to ensure the aims of the role and the project are met.
12. Excellent knowledge of digital technologies and tools for analytical and communication purposes.
13. Willingness to travel between Edinburgh and Glasgow

Desirable qualities

1. Knowledge and understanding of the children's services and wider public policy landscape at a Scottish, UK and European level.
2. Ability to support, refine and develop innovative methods of communication to support consultation and engagement.

Terms and conditions of service:

Contract	Fixed term to end September 2019
Salary scale	Scale points 27-34, at the time of writing being £23,697 - £29,445 per annum.
Hours	Full time (5 days/35 hours per week). Normal working hours are Monday to Friday, 9am – 5pm with 60 minutes for lunch (35 hours per week). From time to time the work will demand a more irregular working pattern.

Annual leave	30 days annual leave per annum plus compulsory closure of offices between 25 December and 2 January inclusive.
Sick leave	Cover relates to length of service. Further information available on request
Pension	Children in Scotland offers a pension scheme which is reviewed by the Board on a triennial basis to ensure the funds are performing well and management costs are reasonable in comparison to the rest of the sector. Employees will be contractually enrolled into this scheme, making a minimum contribution of 3% of their qualifying earnings, with Children in Scotland contributing 6%. These contributions are subject to review by the Board. Employees may opt out of this contractual enrolment at any time by notifying the Head of Finance.
Criminal Convictions	All interviewees are requested to complete a Self Disclosure statement. Appointment to the post is subject to a satisfactory Disclosure certificate (Basic) being issued by Disclosure Scotland (and/or similar document by relevant overseas authority). Continuing employment will be subject to satisfactory Disclosure certificates being issued by Disclosure Scotland every two years following the appointment. Where the contents of a Disclosure certificate (or similar document) are not satisfactory, Children in Scotland reserve the right to withdraw the offer of employment/terminate employment. Children in Scotland will regularly assess the post in relation to the level of Disclosure Scotland certificate required and reserves the right to request an alternative level of disclosure in the future in line with changes in legislation or of the work carried out by the post holder.
Qualifications	Successful candidates will be required to produce original certificates for verification of qualifications.
Eligibility to work in the UK	Successful candidates will be required to produce proof of their eligibility to work in the UK.
Probation	There is a probationary period of 6 months.
Notice	8 weeks in writing.

This job description is open to review by the organisation.