Children in Scotland

Information for applicants

Post: Participation Officer
Date: February and March 2026

This pack will provide all the information that you need to apply for the above role, including the job description, terms and conditions, how to apply and the details of the recruitment process. You can use the contents below to link directly to each section or scroll down to read the full pack.

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1. Children in Scotland

About us

Giving all children in Scotland an equal chance to flourish is at the heart of everything we do. By bringing together a network of people working with and for children, alongside children and young people themselves, we offer a broad, balanced and independent voice. We create solutions, provide support and develop positive change across all areas affecting children in Scotland. We do this by listening, gathering evidence, and applying and sharing our learning, while always working to uphold children's rights.

Our range of knowledge and expertise means we can provide trusted support on issues as diverse as the people we work with and the varied lives of children and families in Scotland.

a) Vision and Values

Our Vision

All children in Scotland have an equal chance to flourish.

Our Strategic Priorities
As an organisation, Children in Scotland has six main strategic priorities. These are outlined below. In your role you will contribute to all six of these.

- Making sure that children and young people's views will be listened to, taken seriously and acted upon
- Delivering quality services that support children, young people, parents, carers and professionals
- Maintaining and building on a strong and effective network with a vibrant membership at its core
- Leading and developing the children's sector workforce
- Influencing policymakers to deliver on our Manifesto priorities
- Being an environmentally and financially sustainable organisation

More information can be found at childreninscotland.org.uk

Our values

Our values set out Children in Scotland's beliefs and qualities. They have been shaped by our staff, board, children and young people in our advisory group Changing our World, and our members. We use them to guide how we work and as a way of keeping us accountable.

Strengthening equality, diversity and inclusion is an overarching commitment that informs all our values.

- **Brave**
  We are champions of children's rights. We take a lead in empowering children and young people and improving lives. We do this with creativity and determination.

- **Open and fair**
  We are committed to accessibility and honesty. We share our learning, evidence and new ideas. Integrity, balance and respect underpin everything we do.

- **Collaborative**
  We believe in inclusion and we work in partnership. The participation of children, young people and their families, our staff, members, the workforce and our wider network inspires us and is central to achieving our vision.

- **Kind**
  We care about people and the environment, and the impact our work has on both. Empathy and trust are key in our approach and how we connect with others.

b) Competencies for Children in Scotland

Job descriptions and objectives lay out what needs to be done.

Competencies are skills / behaviours / attributes required for an individual to perform effectively in their role. They lay out how a job should be done.

Our competency framework describes and defines each individual competency and

- Gives clarity on what behaviours and actions will be required, valued and recognised;
- Helps managers and staff plan professional development;
- Encourages consistency across the organisation; and
- Informs recruitment (by setting out what is required of a role-holder).

1. This role: Participation Officer

a) Job Description

The Children's Views Service
The Children's Views Service currently manages three different projects and its main focus is to support children with additional support needs to be heard in formal adult-led education disputes. The service also provides training and capacity building to local authorities, schools and organisations on how to develop positive participation and engagement strategies when seeking the views of children with ASN.

The Role
As Participation Officer, you will play a key role in responding to incoming referrals, primarily for our My Rights, My Say Project. You will be required to work directly with children who have additional support needs support them to share their views in formal, adult-led education disputes, largely for the Additional Support Needs Tribunal. You will be writing reports in collaboration with individual children and submit these to deadlines agreed to and/or set by relevant stakeholders. You will also be expected to take a keen part in wider Children in Scotland activities and activities involving our My Rights, My Say partners.

Access to own car and valid car insurance is desirable for this role as travel is to be expected across Scotland.

Key Responsibilities

1. **Operational**
   - Responding to incoming referrals and support the Senior officer to monitor the Children's Views inbox
   - Carrying out views gathering sessions with children who have additional support needs, write reports containing those views and submit them to referrers adhering to agreed deadlines
   - Updating data trackers supported by the Senior officer
   - Contributing to the development of the strategic plan and/or service plan, and delivery of the service/team activities
   - Contributing to the creation and management of contracts for external partners and contributors

2. **Financial**
   - Supporting the Senior officer with their financial responsibilities in line with agreed budgets
   - Submit expenses and invoices to the Senior officer in a timely manor
   - Working with the Manager, Head of Department/Leadership team representative, contributing to income generation opportunities as required.

3. **Leadership**
   - Contributing to and supporting the development and wellbeing of the team and individual staff
   - Representing the Children's Views Service on Children in Scotland working groups and meetings as required
   - Contributing to the The Children's Views Service's support of other Children in Scotland teams and service/project delivery

4. **Monitoring, evaluation and reporting**
   - Supporting improvement in our processes and approaches, learning from monitoring and evaluation findings
   - Contributing to internal and external reporting including team, department, Board and funder requirements as required

5. **Internal activities**
   - Contributing to ensuring the Children's Views Service's adherence to Children in Scotland's practices, policies and procedures
   - Contributing to ensuring the principles of equality and diversity are promoted and embedded throughout all organisational activities
   - Engaging with internal communications processes, ensuring colleagues are aware of service activities
   - Contributing to the promotion of children and young people's participation and engagement
   - Maintaining awareness of Children in Scotland's policy positions

6. **External activities**
   - Developing and maintaining effective working relationships with partners and other key stakeholders
   - Remaining up-to-date on key issues and activities pertinent to the Children's

Views Service and wider organisation
- Contributing to external communications as agreed

7. Other
- This Post will require attendance at some in person meetings.
- This post will require regular travel across different areas of Scotland and may also require attendance at events with occasional overnight stays. It is essential for this role that the successful candidate has access to a car, valid driving licence and insurance

Job descriptions do not reflect the complete role and do not provide an exhaustive list of duties. Post holders are expected to carry out other activities that are within the scope of the role.

b) Criteria

Written in conjunction with the job description, these are the criteria for the post.

They are not in any priority order.

Criteria for this role:

- A general understanding of the Education (Additional Support for Learning) (Scotland) 2004 Act and how it applies to children's rights to be heard in education disputes
- Experience of working 1:1 with children who have additional support needs, especially supporting them to share their views around issues that affect them
- Experience in nurturing and developing key relationships with a variety of stakeholders including children, parents/carers, education staff and decision-makers
- Experience of gathering, recording and representing children's views in clear, ethical and child-centred ways
- Proven ability to self-start and manage a busy caseload with tight and non-negotiable deadlines
- Proficiency in producing written work to a high professional standard
- Good organisational and administrative and IT skills, including managing inboxes, referrals and data trackers
- A keen commitment to value-driven work and a passion for children's rights and the inclusion of children's views in decision-making processes

c) Competencies for this post

Our competencies will form the basis for interviews and performance reviews.

Please follow this link to see the competencies for this role. The document shows the competencies framework, with those levels relevant to this role highlighted in the table.

The first column in the framework (**level 1**) shows what we are all required to do. It applies to all roles.

The second, third and fourth columns (**levels 2, 3 and 4**) set out what additional behaviours are required of some role-holders because of the nature of their job. The columns are cumulative – everyone does the first, some also do the second, some also do the third too and some also do the fourth.

d) Terms and Conditions

Contract:
This is a fixed term contract until 31 March 2027

Salary
Salary is £31,293.09. See detail of our salary structure here.

Hours
You will be employed on a part time basis working 3 days, 21 hours of a 35 hour week. Staff can choose to work their contracted hours between 7am and 7pm, in accordance with our flexitime policy and business need[1]. Core business hours are 9am to 5pm, and Children in Scotland's functions must be available between these times.

Annual leave

- 32 days annual leave per full time equivalent staff member including public holidays, plus
- compulsory closure of offices between end of December and start of January each year inclusive (approximately 8 days every year), plus
- 3 days additional leave after 3 years' service and a further 2 days additional leave after 2 more years' service (therefore 5 additional days in total after 5 years' service)[2]

Sick leave
Sick pay relates to length of service. Details are 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 Finance Manager. Children in Scotland operate a salary exchange for pension scheme and staff can elect to join this should they wish to.

Criminal Convictions
All interviewees are requested to complete a Self Disclosure statement. Appointment to this post, is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland (and/or similar document by relevant overseas authority where appropriate). Continuing employment will also be dependent on satisfactory PVG scheme records. Where the contents of a PVG Scheme record are not satisfactory, Children in

[1] Children in Scotland acknowledges that the scheme may not be appropriate for some roles due to the operational needs of the business.
[2] Effective from the 1st of April following anniversary with Children in Scotland.

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 records 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.

Eligibility to work in the UK
Successful candidates will be required to produce proof of their eligibility to work in the UK.

Qualifications
Successful candidates will be required to produce original certificates for verification of qualifications.

Probation
There is a probationary period of 6 months.

Notice
4 weeks in writing for fixed term contracts.

e) Closing date

9am on Thursday 12 March 2026

f) Interview date

Wednesday 25 March 2026

Interviews will take place at the Children in Scotland office, based at Thorn House, 5 Rose Street, Edinburgh, EH2 2PR.

We are also able to arrange online interviews if you are unable to attend in person on the day.

3. Application form and Equality and Diversity Monitoring form

Please complete the application form by following the link below and completing the form via Microsoft Forms. In order to ensure you do not lose any of your work when completing this form, please complete the form in one go. To enable you to prepare your answers in advance, we have provided a PDF of the application form below so you can see the questions that are included in the application.

Please click here to access the application form for this vacancy: https://forms.office.com/e/Tk37SbiNkq

You can find a PDF of the full application here: https://childreninscotland.org.uk/wp-content/uploads/2026/02/Application-form-PDF-POCV-Feb26.pdf

If you have any problems completing or returning the form electronically, please do not hesitate to contact us by e-mailing recruitment@childreninscotland.org.uk.

4. Acknowledging receipt of applications

We will acknowledge all applications by email on the closing date. If you are unsure whether your application has been submitted through Microsoft Forms, please contact recruitment@childreninscotland.org.uk

5. For further information/questions

For questions relating to the recruitment process, please contact recruitment@childreninscotland.org.uk.

For questions relating to the post, please contact Marie Harrioson, Service Manager – Children's Views at mharrison@childreninscotland.org.uk

6. Essential information for applicants

a) Equality statement and valuing diversity

Children in Scotland values the contribution made by all members of staff, whatever their background. Our recruitment decisions are based on fair, open processes, with appointment on merit. We welcome applications from everyone.

Children in Scotland recognises that the promotion of equality, diversity and human rights is fundamental to good governance and management practices, and that this practice supports Children in Scotland to achieve its strategic outcomes.

We are committed to creating a culture in which equality, diversity and human rights are actively promoted and discrimination is not tolerated and as such understand our legal duties outlined within the Human Rights Act 1998 and the Equalities Act 2010.

Promoting equality, diversity and human rights is one of the cornerstones of Children in Scotland's functions and we strive to ensure these principles are embedded throughout our policies and practice.

b) Adjustments for application and interview

Disabled candidates may face additional challenges or accessibility barriers in the recruitment process that can be alleviated with adjustments.

Our application form has been created in Microsoft forms. Please let us know if you have problems completing your application in this format, or if you require any documents in an alternative format. You can email us at recruitment@childreninscotland.org.uk.

Should you be invited to interview, we wish to ensure that all facilities necessary to enable you to participate fully in the interview and any other assessment exercises are available to you. When inviting you to interview we will ask you if you have any specific requirements. We do not ask for this information in the application process.

If you feel you wish to discuss requirements or share details with us you can let us know at any stage in the recruitment process, by emailing recruitment@childreninscotland.org.uk. Details of any request will only be shared in order to put any adjustment in place and with your consent.

c) The application process

C.V.s will not be considered. Please complete the application form via the link provided in section 3 above. The form highlights parts of the form that will be removed prior to sharing the application with the shortlisting panel. None of the information contained in those sections will be taken into consideration in the shortlisting process.

While completing the application form you will be asked to provide examples to demonstrate how you meet the criteria.

We would like you to use the STAR technique to support your responses relating to the criteria:

- Situation – the context
- Task – what were your aims / objectives?
- Action – what did you personally do?
- Result – what was the result?

Your responses relating to the criteria will form the basis for shortlisting for interview. Please ensure that any previous employment, voluntary work or qualifications that you refer to in your examples are detailed in the relevant section of the application form.

d) If shortlisted for interview

Should you be shortlisted and invited to interview, the interview panel will be looking for evidence that you hold the competencies required for the role. The competencies will form the base of questions at the interview and the STAR technique (detailed above) will be used by the interview panel. Please apply this technique in your responses where relevant.

In most instances, the recruitment assessment will also involve other form/s of assessment such as a presentation or written test. Details will be provided if invited for interview.

e) Eligibility to work in the UK and verification checks

We will carry out a verification check with candidates shortlisted for interview before the interview takes place. Shortlisted applicants will be required to produce:

- proof of eligibility to work in the UK,
- proof of identification,
- proof of home address,
- if relevant, any qualifications deemed essential (see criteria).

Details will be provided with the invite to interview and verification checks will be carried out prior to the interview, on the day of the interview.

Please note that for this role we require all candidates to be eligible to work in the UK and are unable to sponsor candidates who are not already eligible.

f) References

The application form requests contact details for two people willing to act as referees. At least one of the referees should be relevant to your current or most recent employment. They should have had some managerial responsibility for your work although we accept that, for some employers, it is policy for Human Resource Departments to provide references.

We will not contact referees until after the interview, and will seek your permission before contacting them. Referees of successful candidates will be contacted by email in the first instance. Please ensure you provide an email address for your referee in the application form.

If you have difficulty in obtaining an employer's reference, for example if you are a student or returning to work after a long period of absence, please provide details in the space provided. If this is your first employment a tutor's reference or similar will be acceptable. References regarding unpaid positions will be welcomed.

Referees should not be colleagues, subordinates, relatives or friends.

Referees will be provided with a copy of the job description, criteria and competencies required for the role.

For successful candidates references may be verified by contacting the referee or another appropriate person from the referee's organisation.

g) Disclosure Scotland

Children in Scotland carry out Disclosure Scotland checks for all posts. The level of disclosure required for this post is detailed in the terms and conditions below. If you are invited to interview, we will share a self-disclosure form for you to complete in advance of the interview. A Disclosure Scotland check will be requested for the successfully appointed candidate.

Details on policies relating to disclosures and criminal convictions are detailed below in the Additional Documents section.

h) Equality and diversity monitoring

Children in Scotland is committed to achieving equality of opportunity and monitors the effectiveness of its Equality, Diversity and Human Rights Policy. To do this we ask applicants to complete the monitoring form. These forms are separated from the application form before shortlisting. The information is confidential and is not seen by the shortlisting panel or the interview panel. It will only be used by the Human Resources team to monitor our recruitment and selection process.

j) Starting Salary

All new starts with Children in Scotland will start on the entry level salary for that post. Increases in salary are based on length of service, with increments being awarded after 3 and 5 years. Please see Terms and Conditions for the salary level and

increments for this post. In addition to this, a cost-of-living increase will be added to the whole scale each year, dependant on budgets.

Follow this link for full details of our current salary scales.

k) Additional benefits

Other benefits include:

- Up to 21 hours per full time equivalent per year for volunteering
- Up to 21 hours per full time equivalent per year for education, study and/or training
- Hybrid working based on trust and flexibility. As long as business needs are met, individuals have flexibility in terms of where they work (home/office).
- Flexible working: staff can choose to work their contracted hours between 7am and 7pm, in accordance with our flexitime policy and business need.
- 6% Employer Pension
- Death in service – 1.5 x annual salary tax free
- Access to 24/7 counselling and legal service
- Wellbeing app
- Access to virtual GP service
- Funeral concierge service including will writing and document storage
- Reimbursement of up to £50 for glasses needed for VDU use
- Option to buy additional holiday

7. Additional documents (available via our website)

- Equality, Diversity & Human Rights Policy: follow this link
- Data Protection Policy: follow this link
- Policy on Recruitment of Ex-offenders: follow this link
- Policy on Secure handling, use, storage and retention of disclosure information: follow this link
- Self disclosure statement: follow this link

Click here to visit the recruitment pages of our website.