

JOB DESCRIPTION

Job Title:	Evidence and Influencing Co-ordinator (Young People With Care Experience)
Salary:	£40,826 - £46,659 per annum pro rata
Hours:	28 hours per week (0.8 FTE)
Notice Period:	Three months
Based at:	Glasgow (City Centre) (with regular travel throughout Scotland; some nights away from home; occasional international travel)
Reports to:	Director of Evidence and Influencing (YPCE)
Direct Reports:	Senior Evidence and Influencing Officer (Evaluation & Evidence)

Please note that the Life Changes Trust is a time-limited organisation that will close in March 2023.

Job Purpose

- Drawing on evidence from work funded by the Life Changes Trust and from elsewhere, work with colleagues to promote learning about what works best for young people with care experience as they transition from being in care.
- With colleagues, develop and evidence a deeper understanding of the particular needs of young people with care experience who may face multiple or distinct challenges when transitioning out of care.
- Ensure that a diverse range of young people with care experience help shape the Trust's work and the work of the Trust's Awardees, and that they are supported to draw on the Trust's evidence base and use it to influence positive change in Scotland.

Key Responsibilities and Accountabilities

1. General

- Develop and sustain in-depth understanding of the views and needs of people with care experience (younger and older) in Scotland.
- Develop and sustain in-depth understanding of the policy, practice and research that affects, both directly and indirectly, young people with care experience who are transitioning out of the care system.
- Ensure that a diverse range of young people with care experience help shape the Trust's work and the work of the Trust's Awardees, and that they are supported to draw on the Trust's evidence base and use it to influence positive change in Scotland.

2. Evaluation and evidence

- Support the Director of Evidence and Influencing (YPCE) with the delivery of a Programme Evaluation Plan, including oversight of specific evaluation contracts and managing relationships with contractors.
- Support the Director of Evidence and Influencing (YPCE) in ensuring that learning from Trust-funded projects and evaluation reports is analysed and discussed at the earliest opportunity, in a timely and planned manner, and that findings are cross-referenced between projects and programmes to obtain the broadest and deepest learning possible to influence change for young people with care experience.
- Support the Director of Evidence and Influencing (YPCE) in developing an accessible and creatively presented evidence base that is drawn from work funded by the Trust and ensure it is used by the Trust and others to influence positive change in Scotland for young people with care experience.

3. Influencing and communications

- Work with the Director of Evidence and Influencing (YPCE) and Director of Communications and PR to deliver a robust communications plan that will support the Trust's influencing activities between now and 2023.
- Work with the Director of Evidence and Influencing (YPCE) to collaborate with key stakeholders to discuss key issues in depth in line with agreed messaging about young people with care experience.
- Work with colleagues to share learning with a wide range of diverse stakeholders in order to influence change in Scotland.
- Work with the Director of Evidence and Influencing (YPCE) and Communications and PR colleagues to deliver events, seminars, webinars and similar.

- Work with the Director of Evidence and Influencing (YPCE) and Communications and PR colleagues to ensure that evidence and learning is shared through a broad range of media and to a highly professional standard, ensuring that the voices of the Trust's beneficiaries are central to all Trust communications.
- Engage with all forms of communication used by Awardees, including social media, to track their progress and identify learning at an early stage.
- Undertake public speaking engagements where required.

4. Relationship with Finance and Funding staff

- Support Strategic Leadership Team colleagues to identify any need for further strategic funding programmes or other funding opportunities.
- Provide evidence and information to funding colleagues who are administering funding calls and tender exercises and, where needed, contribute expertise in the assessment of applications for funding or bids in response to tenders.
- Maintain frequent and regular interaction with funding colleagues in order to keep informed about developments and learning from Awardees' monitoring and self-evaluation evidence.

5. Other

- Complete work in a timely manner, meeting deadlines and planning work in a way that takes account of personal work objectives and the objectives of the Trust as a whole.
- Prepare reports for the Trust's Committees/Board, and attend, as and when required.

PERSON SPECIFICATION

Education and Experience: Essential

- Educated to degree level or equivalent in a relevant subject and continuing professional development.
- A minimum of 5 years' relevant work experience.
- Knowledge and understanding of the care system and related policy and practice in Scotland, and a willingness to deepen that learning.
- A good working knowledge of local and central government structures and decision-making processes.
- A positive track record of working effectively with diverse stakeholders including Young People With Care Experience, policy makers, practitioners and researchers.
- An ability to manage knowledge and evidence efficiently and effectively.

Education and Experience: Desirable

- A positive track record of influencing significant change at a strategic level.
- Understanding of relevant policy and practice outside Scotland (UK, Europe, internationally).

Key Skills and Competencies: Essential

- Ability to deliver programme goals, in line with the mission and values of the Life Changes Trust.
- Beneficiary/customer focused, with a sound understanding of care experience and the issues and needs experienced by Young People With Care Experience, and an ability and willingness to develop this further.
- Excellent written and oral communication skills, including public speaking.
- Excellent inter-personal, negotiation and influencing skills.
- An ability to see and plan for the bigger and longer term picture.
- Research and/or knowledge management skills.
- Reflective and analytical skills, with the ability to find, absorb and summarise information.
- Creativity, a positive "can-do" attitude and ability to anticipate problems and proactively suggest/find solutions.
- Sound organisational, planning and time management skills, including ability to prioritise and manage work load to meet deadlines.

Other Skills and Competencies: Essential

- Flexibility and ability to adjust to change.
- Proficient computer literacy, including the ability to use MS office.
- Systematic attention to detail and accuracy.
- An understanding of and commitment to equal opportunities, non-discrimination and accessibility.
- Ability to protect the health and safety of self and colleagues.