

## **JOB DESCRIPTION**

<b>Job Title:</b>	National Leadership Network Development Co-ordinator (Young People with Care Experience)
<b>Salary:</b>	£40,826 - £46,659 per annum
<b>Hours:</b>	35 hours per week, 12 months fixed term post
<b>Notice Period:</b>	One month
<b>Based at:</b>	Home based, with some travel required
<b>Reports to:</b>	Director of Evidence and Influencing (YPCE)
<b>Direct Reports:</b>	Senior Evidence and Development Officer (National Leadership Network)

### **Job Purpose**

- Develop the framework for a National Leadership Network that nurtures the personal and professional development of young people with care experience, drawing on evidence from work funded by the Life Changes Trust and from elsewhere
- Deliver a comprehensive engagement programme that ensures a diverse range of young people with care experience as well as representatives from Trust-funded projects and stakeholder organisations shape the development of the Network, ensuring that the Network's structure, governance and operations are informed by the needs and aspirations of young people and their allies
- Design and deliver a grant-making process to identify suitable partners for the National Leadership Network (2022-2026)

### **Key Responsibilities and Accountabilities**

#### **1. General**

- Sustain in-depth understanding of the views and needs of people with care experience (younger and older) in Scotland with a particular focus on building engagement in the National Leadership Network.
- Sustain in-depth understanding of the policy, practice and research which relates to young people with care experience and the National Leadership Network (both directly and indirectly)

- Ensure that a diverse range of young people with care experience help shape the National Leadership Network and that they are supported to draw on the Trust's evidence base and use it to influence the development of the Network.

## **2. National Leadership Network**

- Work with the Director of Evidence and Influencing (YPCE) to scope a detailed brief for the National Leadership Network, covering structure, governance and operations, ensuring the engagement of a broad range of young people with care experience and their allies
- Develop a theory of change for the Network and work with Evidence and Influencing colleagues to develop an Evaluation Plan
- Work with colleagues to design and deliver a grant-making process to identify suitable partners for the National Leadership Network (2022-2026)

## **3. Development and Communications**

- Work with the Director of Evidence and Influencing (YPCE) and take advice from the Director of Communications and PR to develop a Communications and Engagement strategy for the development of the National Leadership Network
- Work with the Director of Evidence and Influencing (YPCE) to collaborate with key stakeholders to build interest and support for the Network
- Work with the Director of Evidence and Influencing (YPCE) and take advice from Communications and PR colleagues to deliver events, seminars, webinars and similar related to the development and communications of the Network
- Engage with all forms of communication used by young people and other key stakeholders, including social media
- Undertake public speaking engagements where required

## **4. Relationship with Finance and Funding staff**

- Provide information to funding and finance colleagues who are issuing award letters and making payments.

## **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 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.
- Experience of strategic planning and risk management

### Education and Experience: Desirable

- 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.