

JOB DESCRIPTION

Job Title:	Senior Development Officer (National Leadership Network - Young People with Care Experience)
Salary:	£31,204 - £35,664 per annum pro-rata
Hours:	28 hours/week, 12 months fixed-term post
Notice Period:	One month
Based:	Home based, with some travel required
Reports to:	National Leadership Network Development Co-ordinator

Job Purpose

- To support the development of a framework for a National Leadership Network that nurtures the personal and professional development of young people with care experience, drawing on a range of learning and evidence
- To support 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
- To support the 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 care experienced people (younger and older) in Scotland with a particular focus on building engagement in the National Leadership Network
- Develop and sustain in-depth knowledge of the policy, practice and research which relates to young people with care experience and the National Leadership Network (both directly and indirectly)

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

2. National Leadership Network

- Assist the National Leadership Network Co-ordinator in developing the framework for the Network, supporting the delivery of a comprehensive engagement programme for young people with care experience and their allies
- Support the Co-ordinator with the development of the theory of change and Evaluation Plan for the Network
- Work with YPCE colleagues to support the grant-making process to identify suitable partners for the National Leadership Network (2022-2026)

3. Development and Communications

- Support the delivery of a Communications and Engagement Strategy for the development of the National Leadership Network
- Work with 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. 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 in a relevant field or at least three years' relevant work experience.
- Experience of working effectively with diverse stakeholders
- Experience of working as part of a team

Education and Experience: Desirable

- Experience of working in, or with, the voluntary sector
- Experience of working directly with young people

Key Competencies and Skills: Essential

- Beneficiary focused with a willingness and ability to acquire and apply knowledge of the issues facing care experienced young people
- Ability to support delivery of programme strategy and goals in line with Trust mission and values
- Ability to build productive working relationships with key Trust stakeholders, including awardees and young people
- An understanding of key evaluation methods
- Reflective and analytical skills, with the ability to find, absorb and summarise information in a variety of outputs for a wide range of audiences
- Strong project management skills, including the ability to coordinate and manage multiple projects at one time
- Strong oral and written communication skills
- Systematic attention to detail and accuracy
- Creativity, a positive "can-do" attitude and ability to anticipate problems and proactively suggest/find solutions
- Ability to work remotely using Microsoft Office 365 and Zoom and similar, and a willingness to work both independently and as part of a team

Other Skills and Competencies: Essential

- Flexibility and ability to adjust to change.
- An understanding of and commitment to equal opportunities, non-discrimination and accessibility.
- Ability to protect the health and safety of self and colleagues.