

JOB DESCRIPTION

Job Title:	Senior Evidence and Influencing Officer (Young People with Care Experience Programme) (Maternity Cover)
Salary:	£31,204 - £35,664 per annum
Hours:	35 hours/week, 12 months fixed-term post
Notice Period:	One month
Based:	Home based, with some travel required
Reports to:	Evidence and Influencing Co-ordinator, Young People with Care Experience Programme

Job Purpose

- Support the collation of evidence from work funded by the Life Changes Trust and from elsewhere, and work with colleagues to promote learning about what works best to achieve a holistic approach to the empowerment and support of young people with care experience in Scotland.
- Support colleagues to develop and evidence a deeper understanding of the particular needs of young people with care experience who may face multiple or distinct challenges.
- Support work that ensures 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

- Sustain in-depth understanding of the views and needs of young people with care experience 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.

2. Evaluation and evidence

- Support Young People with Care Experience Programme staff with the delivery of the Programme's Evidence and Influencing Plan.
- Assist Programme staff in analysing and cross-referencing learning and evidence from projects and programmes in order to obtain the broadest and deepest learning possible to influence change for young people with care experience.
- Assist with the development of accessible and creatively presented evidence that is drawn from work funded by the Trust and which can be used by the Trust and others to influence positive change in Scotland for young people with care experience.

3. Influencing and communications

- Work with colleagues to share learning with a wide range of diverse stakeholders in order to influence change in Scotland.
- Work with colleagues to deliver events, seminars, webinars and similar.
- 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.
- Support the Evidence and Influencing Coordinator to ensure a range of young people with care experience are involved in shaping and delivering the Trust's influencing work, including the design and delivery of events, media work and public speaking where appropriate.

4. Relationship with Finance and Funding staff

- Provide evidence and information to funding colleagues who are administering funding calls and tender exercises.
- 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 in a relevant field.
- 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.

Key Competencies and Skills: Essential

- Knowledge about young people with care experience policy context in Scotland.
- 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, young people with care experience.
- An understanding of evaluation, including key evaluation methods and effective processes for disseminating findings.
- 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.
- Excellent 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, 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.