

# The Scottish Youth Parliament

## Job Description - UNCRC Participation Manager



<b>Reports to:</b>	Deputy CEO with reporting responsibilities to the CEO
<b>Salary Range:</b>	£29,580 - £34,679
<b>Location:</b>	SYP, 1 Mansfield Place, Edinburgh, EH3 6NB (Currently working from home due to COVID 19 Pandemic)
<b>Contract:</b>	Fixed Term until March 2023

This is a new and exciting opportunity to join the staff team at the Scottish Youth Parliament (SYP) as UNCRC Participation Manager.

SYP has been campaigning to incorporate the United Nations Convention of the Rights of the Child (UNCRC) into Scot's law for a number of years. In 2020 the Scottish Parliament unanimously voted in favour of the UNCRC (Scotland) Bill. Despite a legal challenge to the Bill's competence, efforts to implement it's provisions are still going ahead, with an amended Bill anticipated to be reintroduced to Holyrood in the New Year.

We are looking to recruit a UNCRC Participation Manager to develop our offer to Scottish Government, Non-Departmental Public Bodies and other statutory bodies in supporting the meaningful participation of young people in decision making in a youth led way.

Key Areas of Responsibility:

### Project Management

- To work with SYP staff, MSYPs and Scottish Government colleagues to develop and implement a project plan in line with the project aims and objectives.
- Create a monitoring and evaluation framework for project outcomes and implement to measure successes in line with the grant agreement.
- Delivery an Equality Impact Assessment and Child Rights Impact Assessment for the project.
- Hold regular project meetings with relevant SYP colleagues.
- Develop and maintain the partnership with project funders.

### Delivery

- To work with a diverse range of MSYPs to ensure their meaningful involvement in the project
- To support and upskill MSYP participation in the project.
- To identify UNCRC Implementation partners (in Scottish Government and/or Non Departmental Public Bodies) and explore the role of participation with young people in their work/organisation, providing practical advice and respectful challenge.
- To develop a shadowing programme for MSYPs and senior government officials.

- To provide advice and support to officials on examples of best participation practice.
- Conduct research with UNCRC Implementation Partners Organisations supporting partners to build capacity in their organisation.
- Develop a framework of good practice and innovation and training for MSYPs, officials and partners on UNCRC and youth led delivery.

### Other Duties

- Working flexibly on occasions, including weekend and evening work
- Managing your time effectively and productively, including multi-tasking and efficient prioritisation.
- Working closely with other SYP colleagues to develop links and leads to relevant external contacts and organisations.
- Any other reasonable activities as requested by your line manager and the Senior Management Team.

### Person Specification:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education and/or relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in a related discipline such as human rights.</li> <li>• Experience working with in the children and young people/rights Sector.</li> </ul>
<b>Project Management Experience</b>	<ul style="list-style-type: none"> <li>• Experience of project delivery, management and oversight.</li> <li>• Experience of budget management</li> <li>• Experience of working with young people using a codesign model.</li> <li>• Experience of monitoring and evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer management skills.</li> <li>• Experience of working in a youth/member led organisation.</li> <li>• Experience of training and upskilling young people.</li> </ul>
<b>Policy Experience</b>	<ul style="list-style-type: none"> <li>• Experience of developing and maintaining positive relationships with senior officials, parliamentarians and organisational partners in Scotland and beyond.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on own initiative.</li> <li>• Experience in a role related to public affairs, parliament or politics.</li> <li>• Experience of working on a successful campaign.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to deliver agreed outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with policy-makers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication and negotiation skills.</li> <li>• Ability to plan work and to evaluate success.</li> <li>• Exceptional team work skills and strong interpersonal skills.</li> <li>• Experience of working on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working across several distinct strands of work.</li> <li>• Experience of working within a membership organisation.</li> <li>• Work with young people in a professional and or voluntary capacity.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of issues affecting young people.</li> <li>• Knowledge of political environment.</li> <li>• Knowledge of the procedures and processes of the Scottish Parliament and Scottish Government.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current policy affecting young people.</li> <li>• Understanding of the statutory and voluntary youth work sector.</li> <li>• Knowledge of young people's needs.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• A passion for the views of Scotland's young people and facilitating change.</li> <li>• Willingness to work evenings and weekends.</li> <li>• A flexible approach.</li> </ul>	

## What to expect if you work for the Scottish Youth Parliament:

### Flexible working

- Staff at SYP can work flexibly and choose their start or end time in the working day
  - For example if an employee starts work at 8am, takes an hour for their lunch they can finish at 4pm or whenever they have completed their 7-hour working day. Likewise, if a member of staff starts at 10am, take an hour for lunch, they can finish at 6pm.
- We encourage all staff to have a lunch break. We find this helps break up the day and help focus.
  - Staff can also choose to take a longer lunch break and start earlier or finish earlier as a result.
- Staff can request a more formal flexible working arrangement.

### Home Working

- We are all working from home at the moment, and we recognise the need to be more flexible to ensure our team are supported and feel like part of the team. Staff have access to equipment to ensure they can work from home comfortably.
- We pay staff a tax-free working from home allowance of £6 per week and will continue to do so as long as the office is closed.
- Staff can claim back a weekly coffee shop allowance so that they can decide to work from somewhere that isn't their home (following government guidelines).

## Our Office

- Our office is located in Central Edinburgh at the bottom of Broughton Street. We have a range of different spaces in the office, from quiet working rooms to collaborative meeting spaces.
- We currently co habitat with another charity Waverley Care.
- When we are in the office SYP provides tea, coffee, milk and sugar for staff to keep you going throughout the day, we also have a Nespresso machine, but you need to bring your own pods!
- Our office has a dart board and we have regular friendly tournaments.

## Holidays

- We offer a generous holiday entitlement of 25 days a year, plus 10 public holiday days.
- We close the office over Christmas and New Year, giving staff an extra three or four days as a thank you for their hard work throughout the year.

## Other types of leave

- **Sickness absence** - We pay sickness pay at an enhanced rate after staff have completed their probationary period, during probationary period, sickness pay is at the discretion of the CEO.
- **Bereavement leave** - staff can request leave in the event of the bereavement of a close family member or friend.
- **Carer/Dependants leave** - Staff can request leave in the event they need to care for a close.
- **Medical appointments** - Staff are given paid time off to attend medical appointments.
- **Maternity, paternity and adoption leave** - We pay statutory maternity, paternity and adoption pay to eligible staff.

## Professional and personal development

- We offer a range of training and development for our staff. Staff are asked at their annual appraisal for training requests that might help them in their current role or training for the role they would like to hold in the future.
- We hold regular staff training days for the whole team on topics like first aid, child protection and strategy.
- SYP encourages CPD and offers staff the opportunity to attend conferences and events that spark their interest.
- Each year we hold a staff away day which the morning is spent on business and the afternoon is a fun activity with a nice lunch in between.

## Looking to the future

- We offer a pension package to all staff from their first day at SYP, and we offer an auto enrolment pension scheme with People's Pension. SYP will match your contributions up to 7.5%.