

Highland Children and
Young People's Forum
New Start Highland Offices
9 Carsegate Road North
Inverness
IV3 8DU



Scottish Charity Number: SC049417



Inspiring Young Voices
Children and young people creating a better quality of life for all

Job Pack:

Highland Children and Young People's Forum

(Soon to be Inspiring Young Voices)

Children's Participation Project Lead

Contents

- **Letter from the Chair of Highland Children and Young People's Forum (HCYPF)**
- **A Closer Look at HCYPF (soon to be Inspiring Young Voices)**
- **Job Description and Person Specification**
- **Working at HCYPF/Inspiring Young Voices**
- **The Recruitment Process**

Children's Participation Project Lead

Autumn 2021

Dear Applicant,

Thank you for your interest in the above role. This is an exciting opportunity to work alongside the staff of Highland Children and Young People's Forum (HCYPF) to support the participation of children with additional support needs.

Highland Children's Forum (HCF) was created in 2000 to ensure the voice of children and young people with additional support needs was heard and acted on by policy makers. In 2019 HCF became a Scottish Charitable Incorporated Organisation (SCIO) with the new name of Highland Children and Young People's Forum (HCYPF). The organisation has now undergone a branding process and will soon be relaunched as "Inspiring Young Voices".

Our brand proposition, or elevator pitch is: "to promote participation by enabling children and young people to have their voices heard where and when they wish; to support and advise them on how to raise awareness and influence positive change in matters they see as important; ensuring their human rights are upheld; creating increased opportunities and a continually improving quality of life and holding people to account."

The participation of the last few years has drifted toward young people with the expansion of our age range to 25 years. We are keen to reinclude younger children in participation. With pandemic restrictions likely to be in place for some time, it is envisaged that most of the children's participation work until September 2022 will be through digital means, Google Classroom or similar.

This role is for a part-time temporary contract until end of August 2022. There are two projects that the Children's Participation Project Lead would be asked to lead over 8 months of the contract: Young Ambassadors for Inclusion and children co-developing a Personal and Social Education resource.

We very much look forward to receiving your application.

Yours faithfully,

Norman MacAskill,
Chair, Highland Children and Young People's Forum

A Closer Look at Highland Children and Young People's Forum

Aim:

Highland Children and Young People's Forum charitable aim is to "advance human rights, promote equality and diversity and relieve those in need by contributing towards the provision of the highest possible standards of services in the Highlands for the benefit of children and young people with additional support needs."

Objectives:

1. Representing and enabling the expression of the views and needs of children and young people with additional support needs (ASN) aged from 0 to 25 years.
2. Incorporating the views of their families and carers.
3. Empowering and enabling the direct participation and voice of children and young people with ASN.
4. Empowering children and young people with ASN to create, develop and deliver training and educational resources to promote positive inclusion and change.
5. Promoting greater awareness and understanding of children's rights.
6. Ensuring the voices of children and young people with ASN go on to influence policy and practice at local and national levels.
7. Working in partnership across sectors to develop policy and promote best practice and inclusion.

HCYPF/Inspiring Young Voices is directed by an elected Board of Trustees and currently employs two permanent part-time and one temporary part-time members of staff. Currently, HCYPF receives the majority of its funding from a Service Level Agreement with the Highland Council. Funding is also obtained from grant funders for specific project work on top of the work of the SLA.

HCYPF seeks to empower children and young people with additional support needs to express the challenges they have experienced and turn that into positive action for change. We seek to ensure that the right of children to be listened to in decisions that affect them, enshrined in the United Nations Convention on the Rights of the Child (article 12), is upheld by all who work with or plan for services for children and young people in Highland.

Further details of HCYPF's work and copies of all its publicly available reports can be accessed from its website www.HCYPF.org

Job Description: Children's Participation Project Lead

Role

To develop a digital children's participation model of engagement, involving children with additional support needs, including those with communication challenges.

Project Tasks

1. Develop digital (and possibly some face to face) participation approaches for primary aged children in discussion with the staff team, including the use of art, games and activities.
2. Establish positive relationships with and between the participating children through games and activities.
3. Work with participating children in 3 schools to explore inclusion at school.
4. Working with staff in each school, enable the children to identify "small tests of change" to address particular aspects of inclusion that the children have identified. (Example: child with visual impairment was unable to find friends in the playground - Hi-vis hoodies were purchased, a different colour for each friend, so that the child could find her friends).
5. Help children develop their tests of change through a plan-do-review approach.
6. Work with the children to develop a Young Ambassador for Inclusion model of how child ambassadors can come up with potential solutions to inclusion issues, using the small test of change approach.
7. Work with children from identified schools on co-development of the PSE curriculum to help the children identify the issues they would like to learn about.
8. Work with school staff and children to develop activities to cover the identified issues.
9. Develop a model for co-development of PSE curriculum to meet current and local needs of children.
10. Develop the evidence of need for future funding to continue participation approaches with children to help them express their views and be involved in decision making.

Responsibilities

1. Adhere to the HCYPF code of conduct, policies and procedures at all times.

2. Ensure that participation with children is freely chosen by them and that they know they can choose to withdraw.
3. To be ethical and uphold good practice for participation:
 - a. Ensure activities are accessible to each child and that those children who are non-verbal or have other communication issues are able to take part and express their views
 - b. Give due regard to consent issues, confidentiality and child protection
 - c. Child led focus and approach, with activities and timing of participation developed from the needs and wishes of children wherever possible.
4. Representation of the ideas from the children should be developed with the children and lead to effective partnership working with the school to agree ways to take the children's ideas forward.
5. Attend weekly staff and bi-monthly development and Board meetings.
6. Provide a written report on activities against Key Performance Indicators at bi-monthly Board meetings.
7. Maintain timesheets and expense sheets and submit monthly.

Person Specification: Children's Participation Project Lead

We are looking for a dynamic and experienced individual who is passionate about empowering the voice and participation of children with additional support needs in Highland.

You will need to demonstrate experience of working with children and have understanding and knowledge of disability and additional support needs.

A fun and creative individual, you will have exceptional communication skills and ability to manage your own case load.

You'll need to be flexible and able to respond to needs of children and other key stakeholders, ensuring your practice is of the highest quality at all times.

You will need to be confident to work independently but also to work as an effective member of a small staff team.

Essential Experience

- Experience of working with children of primary school age with a range of additional support needs/disabilities
- Experience of empowering children to express their views, listen to the views of others and become effective contributors.
- Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally

Essential Skills and Knowledge

- Excellent facilitation skills, online and face-to-face
- Knowledge and understanding of children's participation and rights
- Confident in using digital platforms to engage and build up relationships with children
- A confident communicator with excellent verbal and written skills
- Ability to self-organise, prioritise and meet deadlines
- Awareness of digital accessibility issues
- Good IT skills, including competent use of Microsoft Office

Essential Qualities

- Demonstrable interpersonal and relationship building skills, particularly with children
- Enthusiastic with a positive attitude
- Able to take a fun, imaginative and creative approach in engaging with children
- Able to lead the design and facilitation of digital events with children
- Ability to be flexible and work in cooperation with others
- Dynamic, self-motivated person who can take the initiative and work independently
- Commitment to the aims and values of HCYPF

Children's Person Specification

(drawn up by children attending SNAP (Special Needs Action Project))

What would the Children's Participation Project Lead be like?

- Kind, not rude.
- Helpful
- Funny
- Responsible

What would they be good at?

- Talking
- Playing games
- Listening
- Writing

What would they know already?

- How to talk to kids
- To be good to children

What activities would they do?

- Football or basketball
- Fun stuff

Working at Highland Children and Young People's Forum

Pay

£16.00 per hour paid monthly on receipt of monthly timesheets. Agreed expenses will be reimbursed monthly on submission of expense form.

Contract

This post is for 350 hours worked over 8 months, mostly in term time but worked flexibly in agreement with staff team.

The holiday entitlement is:

28 days per year (including Public Holidays) on a pro rata basis. An hourly allowance for the 350 hours equates to 38 hours or 7.5 days over the 8 month period.

The probation period for this role is:

12 weeks from the date of starting. During the probation period only one week's notice is required on either side. After this one month's notice is required.

Where is this job located?

This is a home working post and a home working allowance will be paid, laptop and phone will be provided.

While it is envisaged that most work will take place digitally, some face-to-face work may be required with travel across Highland; access to a car or alternative mode of transport is essential.

Support and Supervision

Participation Lead will provide supervision and support. A board member who is experienced in the field of work will be available as mentor.

There are weekly staff team meetings which provide discussion, advice and support.

Recruitment Process

Please email chair@HCYPF.org to obtain the link for the online application form. A PDF version of the form is available on the website so you can see the questions and prepare your answers before completion and submission of online form. Descriptive answers can be up to 300 words.

Children with additional support needs were involved in developing the person specification. Please make a short video clip (1-2 minutes) to introduce yourself to those children and to share your passion for this work. The videos will be shown to the children and their views will contribute to the short listing for the interview process. You will not be measured on your video making or editing skills, but on your digital presence and ability to engage with the children. Please include the link to your video on the application form. The video clip can also be sent by WhatsApp to 07789680812.

**CLOSING DATE FOR THE RECEIPT OF APPLICATIONS IS
Midnight Sunday 14th November**

There will be a digital interview for short-listed candidates to be held over Zoom on Thursday 25th November. The start date of the contract for the successful candidate will be January 4th 2022.

**Membership of the PVG Scheme is a requirement of
appointment to this post.**