



Inspiring Young Voices

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

Job description and person specification

Participation Lead

Role: Participation Lead

Hours: 28 hours a week (flexible), including evening and occasional weekend work

Salary: £34,671.00 (pro rata based on 1FTE at 35hr/week)

Contract type: One year initially, with the expectation of renewal on a permanent basis

Annual leave: 37 days (pro rata), including public holidays

Place of work: Inspiring Young Voices office in Inverness with some home-based working if needed as agreed with the Chief Officer (laptop and mobile phone will be provided). This post will require the postholder to be able to undertake some business travel across Highland.

Reports to: Chief Officer

Pension: 8% employer contribution, 2% staff contribution

About Inspiring Young Voices

Inspiring Young Voices is a SCIO (Scottish Charitable Incorporated Organisation) which exists to inspire and be inspired by the voices of children and young people in Highland facing challenges in their lives. We seek to ensure that these voices are raised, heard and acted upon. We will advocate for changes in policy and practice across Highland which support and promote the meaningful participation of children and young people at every level of decision making.

The charity was established in 2000 as Highland Children's Forum and then Highland Children and Young People's Forum (HCYPF), rebranding as Inspiring Young Voices in 2021.

About the role

The role of the Participation Lead is to enable participation through engagement with children and young people, particularly those with additional support needs & disabilities, to have their voices heard and empower them to influence policy and practice.

New Start Highland Office, 9 Carsegate Road, Inverness IV3 8DU

www.inspiringyoungvoices.org

Inspiring Young Voices is a Scottish Charitable Incorporated Organisation. Charity number SCO 49417

The Participation Lead is responsible for leading the development and delivery of our participation work and projects. Including:

- Supporting the members of Inspire Highland, our youth-led collective voice for young people in Highland. Inspire Highland is a creative, dynamic project which aims to promote the rights, participation and inclusion of all young people (up to the age of 25) who are facing challenges in their lives.
- Developing and piloting a place based youth-led participation approach, working with young people with disabilities and additional support needs to develop their learning and understanding of inequality, stigma, discrimination and youth-led participation. From this shared understanding, young people will be supported to identify the barriers and enablers they face to participation and use this to develop youth-led participation projects to bring about transformational change.
- Developing and delivering a program of work supporting 'New Young Scots' in Highland to have their voices heard, including young asylum seekers and refugees.

To deliver these projects the Participation Lead will work with and line-manage our Youth Participation Worker.

The Participation Lead also promotes children's rights, inclusion and participation across services, offering training, advice and/or support.

More widely, Inspiring Young Voices has played a key role in the development and drafting of the Highland Community Planning Partnership's Integrated Children's Service Plan (ICSP) 2023-2026. We have also been involved in the development of the Highland Children and Young People's Participation Strategy 2024-2029. The Integrated Children's Service Plan "recognises the necessity for greater active participation of children, young people and families in all aspects of planning and service delivery". Additionally, the implementation of the Highland Children and Young People's Participation Strategy supports this and outlines a statement of intent to enable "all children and young people from 0-25 years (26 year for care experienced young people) feel that they can meaningfully participate in decision making processes and influence change in their own lives and in wider society." There is now an exciting opportunity for a new Participation Lead to support the implementation of the Integrated Children's Service Plan and the Highland Children and Young People's Participation Strategy through their work with Inspiring Young Voices.

Our approach to our participation work is rights-based and grounded in trauma informed practices and principles to ensure that our charity responds in ways that prevent further harm, support recovery, address inequalities and improve life chances of vulnerable young people in Highland. Our work is grounded in the principles and approaches of youth work and community development, and we adhere to the Community Learning and Development (CLD) Standards Council Code of Ethics.

We are a small charity and teamwork is essential to our effective functioning and success. It will sometimes be necessary and desirable for team members to share responsibility for a range of tasks such as communications, fundraising, monitoring, administration and reporting.

Responsibilities and Duties

Project Management and Development

- Leads on the development and delivery of our participation work at IYV
- Manages the day-to-day operations of our participation projects, including:
 - Recruitment and ongoing support of the young people involved in our projects
 - Building relationships with other relevant organisations that support young people that are involved in our projects
 - Facilitation of face-to-face and online meetings and events involving the young people
 - Coordination of campaign activity arising from young people's collective decision-making
 - Maintenance of the collective, youth-led principles of our project work
 - Ensuring that our participation activities are carried out safely at all times, including maintaining up to date, appropriate records of all aspects of project activity and conducting risk assessments
- Supports fundraising, monitoring and reporting for all aspects of our participation project activity
- Coordinates media and social media outputs from our projects
- Manages an agreed project budget

Line management

- Line management of Youth Participation Officer

Promotion of good practice in CYP Participation

- Promote learning from our participation activity to partners across Highland
- Support the implementation of the CYP Participation Strategy in Highland by being an expert voice for partners when required
- Lead on the continuing development of good practice in CYP participation within Inspiring Young Voices

Responsibilities within the wider organisation

- Collaboration with Chief Officer in preparation of funding applications for all areas of Inspiring Young Voices activity
- Representation of Inspiring Young Voices on strategic groups as agreed with the Chief Officer

- Coordination of contributions from the Inspiring Young Voices participation activity to board reports, e-bulletins, funding reports etc, as required
- Provision of financial information required for accounting purposes
- Participation in IYV team meetings, development sessions and any other tasks as capacity allows and as agreed with the Chief Officer
- Carry out any other duties as may be determined from time to time by the Board.

Person Specification

Essential	Desirable
• Understanding of and commitment to children and young people's voice and participation. • Understanding and knowledge of the barriers to participation presented by disability and additional support needs. • Highly effective facilitator with the ability to create fun, inclusive safe spaces online and in-person. • Experience of working alongside young people. • Experience of partnership working. • Strong communication skills – both verbal and written • Excellent interpersonal skills - the ability to network and build relationships with a wide range of individuals and groups. • Organisation and planning – the ability to work in a logical, self-directed way to meet deadlines. • A strong value base with a person-centred approach. • Highly self-motivated with an energetic and flexible approach to your work and the ability to work on own initiative as well as part of a team. • The ability to think 'out of the box' and explore innovative, fun and creative ways for young people to express their views and voices.	• A relevant further/higher education qualification or equivalent experience* • Experience of line management • Experience of working alongside people both from communities of interest and from geographical communities to empower them to take control of their lives through collective advocacy, campaigning and awareness-raising. • Experience of working alongside young people with additional support needs/disabilities • Youth Work/Community Learning and Development (CLD) qualification • Evidence of working to build networks and partnerships across various organisations and specifically within the Third Sector. • Knowledge of participation models and approaches for working with children and young people, • Experience of working with New Scots, including asylum seekers and refugees <i>* We recognise that many people who have no formal qualifications find a path to working in the Third Sector. In keeping with our commitment to equal opportunities we do not wish to present unnecessary barriers to those who can demonstrate their ability to meet all</i>

• A compassionate, non-judgemental individual with a willingness to be responsive and adaptive. • Strong project development & delivery skills and the ability to manage and prioritise a diverse workload. • Sound knowledge and understanding of child protection, experience of risk assessment and a commitment to trauma-informed practice. • Committed to the principles of inclusive communication and evidence of practicing non-discriminatory values within voluntary or work roles. • Confident in presenting to a variety of stakeholders including children and young people, parents, carers, professionals as well as Inspiring Young Voices staff and Board of Trustees. • Up to date IT skills and knowledge	<i>essential (and many desirable) criteria for this post.</i>
--	--

Other Role Requirements:

The post holder will be required to hold an Enhanced PVG for work with children and vulnerable adults and be able to undertake regular business travel across Highland.

Application Notes

For a confidential discussion, please contact Chief Officer Gaener Rodger at chiefofficer@inspiringyoungvoices.org

If you think you are the right person for the job, please submit a Letter of Application along with a brief (no more than two pages) CV to Gaener Rodger Chief Officer at chiefofficer@inspiringyoungvoices.org

Please include the names of two referees who know you in a professional capacity, including your current or most recent employer. Referees will only be contacted if we make you a conditional offer of employment.

Closing date is **5 pm on Wednesday 27th November 2024.**

All applications will be acknowledged, and candidates will be kept informed on the progress of their application.

Interviews will be conducted in **on Thursday 5th December 2024** in person at the Inspiring Young Voices office in Inverness.