**Job Description and Person Specification**

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| **Job Title:** | intandem Programme Development Officer Intern – **12 Month Fixed Term to May/June 2022** |
| **Hours:** | 35 hours per week, can be worked flexibly |
| **Salary and benefits:** | £19,000 pro rata  9.25% employer pension contribution, benefits package and generous holiday package of 29 days annual leave plus 8 public holidays. |
| **Location:** | All Inspiring Scotland employees work flexibly from home and/or the Inspiring Scotland office in Edinburgh. The Inspiring Scotland office is currently closed due to COVID restrictions. We will provide you with a laptop and support to work remotely from home safely and effectively. Some travel will be required when it is safe to do so. |
| **Reporting to:** | intandem Programme Performance Advisor |
| **Key Relationships:** | **Internal** Head of Funds, all colleagues working on other funds, other Senior Management Team, Finance, Admin and Communications teams.  **External** Scottish Government policy colleagues, staff at 12 partner charities, external academic researcher, other professionals and colleagues working in third sector, public sector and private sector. |
| **Start Date:** | Immediate June 2021 |

**About Inspiring Scotland and the intandem Programme**

**Inspiring Scotland** strives for a Scotland without poverty or disadvantage. We work with people, their communities, charities, and public bodies to develop solutions to some of the deepest social problems. We are passionate about addressing inequality and improving the lives of people living in Scotland’s most under-supported communities.

We are a collaborative, supportive organisation and place high emphasis on team working and sharing best practice and learnings both internally and externally. We view our staff as ambassadors for the organisation and all are expected to demonstrate high standards in all aspects of their work.

We are a flexible employer and offer an excellent benefits package. We have won and been nominated for multiple Family Friendly Awards.

You can read more about Inspiring Scotland here: <https://www.inspiringscotland.org.uk/>

**The postholder will work as part of the intandem** team in Inspiring Scotland. intandem is a national mentoring programme, funded by Scottish Government, offering mentors to children and young people aged between 8 and 14 years who are living at home with support from their local authority, sometimes called looked after at home. intandem is a voluntary programme, young people who want to participate (‘mentees’) connect weekly with a trained volunteer mentor to have fun, build a trusting relationship and work towards goals. intandem is offered in 19 local authorities in Scotland through our 12 partner charities.

**Purpose of the Role**

We are looking for a motivated, relationship-driven, enthusiastic individual to join the **intandem** team for a 12-month fixed term contract.

The position is full-time, 5 days a week, and you will be home-based for contractual purposes. We are a flexible employer and will consider other work patterns. You will be expected and supported to travel across Scotland at times to meet with a wide variety of internal and external stakeholders. These might include for example staff at partner charities, academic researchers, other third sector organisations, representatives from Scottish Government etc. You will also need to attend regular meetings at Inspiring Scotland’s office in Edinburgh, once current covid-19 restrictions are lifted. Travel will only be permitted when it is deemed safe to do so.

Candidates for this role will have lived experience of the care system in Scotland. We know that this can mean many different things to people. You may have had experience of the hearings system, received support from a social worker and possibly lived away from your biological parents. Candidates should have **at least three months of care experience** (which can include kinship care, foster care, secure care, residential care or being looked after at home).

Drawing on your lived experienced, you will help ensure that developments and improvements to the national mentoring programme continue to reflect the needs and aspirations of the children, young people, and families engaging with intandem.

You will be enthusiastic and pragmatic, give honest views, and build supporting trusting relationships with colleagues, peers, professionals and young people across a wide range of organisations to help inform and deliver this work. You will have the opportunity to engage with young people and build relationships around this research.

This is an excellent opportunity to be part of a passionate team with a wealth of experience spanning across the private, voluntary, and public sectors. We are looking for someone who is ready to share their knowledge, is open to learning and who wants to make an impact through a variety of tasks and activities. If there are additional supports which would help you deliver in his role, we can discuss these at interview.

**Key Accountabilities/Responsibilities**

1. **Research and document the current support available to young people with Compulsory Supervision Orders and their experiences as they get older.** This work will be carried out with thesupport of an academic researcher and you will work closely with colleagues, our partners and other agencies and organisations to collaboratively produce this.This will involve working with an external academic to identify and analyse data, identify other data sources, gather samples of existing practise, and determine what conclusions can be drawn from these.
2. **Develop a set of recommendations on what transition opportunities are sought by mentees and are available as they get older.** Working with our young person’s forum, and

an academic researcher, develop a set of recommendations on how best to support young people as they get older and encounter different pathways. This will include interviews and focus groups with partner organisations and young people.

This research will include what young people want to continue, what should stop, and if mentoring relationships should continue beyond the current parameters of intandem.

1. **Work with others to create and test accessible digital training for our volunteers on Children’s Rights.**
2. **Working alongside your two colleagues in the intandem team to oversee the programme & charity management, wider programme development and delivery of our intandem young person’s forum.** This will include

* Support the delivery of the young people’s forum across Scotland.
* Being an ambassador for Mentoring and third sector organisations.
* Support the reporting of outcomes and lessons learned from your research work to The Promise Partnership, the portfolio partners, Scottish Government Policy Team and wider stakeholders.
* Help identify future priorities for intandem and mentoring support using lived experience where appropriate.

All Inspiring Scotland staff aim to help our colleagues in government and our charities identify where we can make a difference. You will contribute to the Inspiring Scotland team, collaborate with colleagues to share learning, volunteer your skillset to support other teams and play a role in the continued success of our organisation.

As this post involves working with children and young people, you will be required to obtain **PVG scheme membership** through Disclosure Scotland if successful at interview. We will process this for you. We will confirm employment after successful completion of PVG membership and any other necessary checks including references. Having a criminal record will not necessarily prevent an individual from working at Inspiring Scotland. We will only seek information if the nature of the position or work entitles us to ask about spent and unspent convictions.

**Essential Skills and Experience**

* Personal direct experience of the care system in Scotland. We will not ask you to share your history, only to apply your insights.
* Good written and oral communication skills.
* Able to participate in producing reports and making presentations.
* Able to gather feedback from a wide range of people, including supporting facilitation of focus groups
* Able to gather, understand and evaluate a range of information and evidence.
* Able to build positive relationships with internal and external stakeholders
* Able to demonstrate a professional approach and commitment to continuous improvement.
* Willingness to learn and undertake training as required.
* Comfortable being flexible and working across multiple and varied tasks.
* Able to manage own workload, show enthusiasm and stay motivated.
* A team player, happy to work with others to achieve shared goals.
* Able to comply with relevant working routines, practices and policies of Inspiring Scotland, including protecting the health and safety of self and colleagues.

**Desirable Skills and Experience**

* Understanding of the Third Sector and/or mentoring
* Able to provide honest feedback and challenge existing practice and policies

**Working at Inspiring Scotland**

You will receive support from our friendly intandem team to help you learn the role and build your knowledge of working in the Third Sector and mentoring. Through this job you will build your networks, produce outputs in the form of reports and recommendations, and develop transferable skills which could help you apply for other jobs in future.

**Development and Learning Opportunities**

While you are with us, you will have access to a range of opportunities and be encouraged to develop your own learning and knowledge. Opportunities include:-

* Mentor – we will find you with a mentor who can support your career development goals
* Workplace Buddy - you will be allocated an in-work buddy from across the Inspiring Scotland team to act as point of contact
* Continuing Professional Development - access to a wide range of pre-recorded Continuing Professional Development training
* Essentials training - for example on Equalities and Diversity
* Shadowing opportunities - shadow colleagues both within the wider team and from the portfolio

**What a Previous Inspiring Scotland Intern Had to Say about the Experience**

*“I joined Inspiring Scotland as an intern in September 2019. Since then, I have been fortunate enough to join the team on a permanent basis. My internship has and will continue to serve as an instrumental building block in my career. I know that the experience, concrete skills, knowledge, and connections I gained help me greatly in my current role and will be incredibly valuable to me in any future endeavours.*

*It was wonderful to work first hand with the Autistic community and I so appreciated learning about their lives and experiences first hand. What I loved most about my internship were the people and work culture. I was supported at every turn and offered opportunities to develop further throughout.” Albany*

**How to apply**

For more information, and for an informal chat, please contact susie[@inspiringscotland.org.uk](mailto:eilidh@inspiringscotland.org.uk)

If you would like to chat to another intern currently employed by the team, please contact Albany at [albany@inspiringscotland.org.uk](mailto:albany@inspiringscotland.org.uk)

Please complete the Application Form and Equality and Diversity Monitoring form by **5pm Monday, 24th May** 2021 and send these to [recruitment@inspiringscotland.org.uk](mailto:recruitment@inspiringscotland.org.uk%20)

Interviews will be held remotely towards the end of May/beginning of June 2021 via videocall.