



## **Seen + Heard Fife Project Worker (Fife)**

### **Job Description/Person Specification**

**Hours: 24.5 hours per week (70% FTE)**

**Salary: £24,413 pro-rata**

**Annual Leave: 21 days. Public holiday entitlement pro-rata.**

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**Location:** This post is split between Fife (a hot desk arrangement with Fife Council is being arranged) and the CP office in Edinburgh.

**Duration:** This is a time-limited post to 31<sup>st</sup> March 2018 in the first instance with the possibility of extension dependent on funding. We would expect that the successful applicant would be able to start in post in late May 2017 or as soon as possible thereafter.

**More about the Children's Parliament** at: <http://www.childrensparliament.org.uk>

**Applicants must use the designated application form.** Please read the information carefully and use it to inform your application. Informal enquiries are welcome; please email Chelsea Stinson with any questions or a request for a telephone conversation:  
[chelsea@childrensparliament.org.uk](mailto:chelsea@childrensparliament.org.uk)

Applications must be submitted by email before the deadline: **Friday 5 May 2017 at 12 noon**

Interviews: Short-listed candidates will be informed by email. Please ensure availability for the morning of **Tuesday 9 May** for individual interviews in Edinburgh at Children's Parliament offices.

### **About the Fife Seen + Heard Fife Programme**

#### **Background**

Seen + Heard Fife is project funded by Fife Council and delivered in partnership with the Fife Corporate Parent Board. After a successful pilot project in 2015/16, Children's Parliament has received funding to continue the work. Seen + Heard Fife is a creative participation project which enables looked after children from across Fife to explore their rights, have a say in matters that affect them and engage directly with members of the Corporate Parent Board.

In 2017/18, Children's Parliament will facilitate two Seen + Heard Fife groups, consisting of 10 participants each. Seen + Heard Fife targets children who are currently looked after in Fife and who will be entering P6 or P7 at the start of the next academic year. We want to ensure that participants will respond to a project using creative arts and focused groupwork. The groups will be supported by the Seen + Heard Project Lead and Project Worker, a Corporate Parenting Development Worker, and Youth Ambassadors from the 2BHeard groups in Fife.

## **Programme of Activities**

- One week-long *papier-mâché* project per group (August and October holidays)

This project supports the children to imagine themselves 20 years in the future and to create an individual papier-mâché model of themselves to capture and reflect their current and future needs, their strengths and talents, and their hopes and dreams for the future. This project is delivered alongside professional artists.

- Seven full-day sessions for each Seen + Heard group

These sessions allow the group to explore and reflect on children's rights using creative arts and groupwork. The sessions are focused around the Children's Parliament themes:

- Who we are
- Where we live
- Health and happiness
- Feeling safe and being cared for
- Freedom
- Having your say

- Exhibitions and celebration events

Following the papier-mâché projects, we will schedule small events and exhibitions so the children can share their models with the adults in their lives. Near the end of the programme, we will host a larger celebration event where parents/carers, teachers, social workers, member of the Corporate Parent Board and other key decision makers can acknowledge the children's successful participation in the Seen + Heard Fife programme.

- Transition Groups

For those children who completed the Seen + Heard Project last year, we will be facilitating a series of activities and events throughout the year to maintain our relationship with them and give them a platform to continue to have a say in matters that affect them until they are able to attend the 2BHeard group at the age of 12 years.

- Seen + Heard Fife Blog

In order to update stakeholders, disseminate key messages and monitor/evaluate the project, we will be maintaining a blog about the activities of the Seen + Heard Fife groups. Due to child protection concerns, this will not be a public blog but one accessible by the children and their parents/carers, teachers and social workers, along with members of the Corporate Parent Board.

## **About the post**

The Project Worker post will be an essential part of the delivery of the Seen + Heard Fife Programme, providing practical and logistical support for the Project Lead, co-facilitating group sessions and activities, and assisting with evaluation and monitoring of the project. This person will be involved in all aspects of the project delivery, including group sessions, papier-mâché weeks, events, and activities with the transition group. The post holder will work closely with the Project Lead and other members of the CP team.

## **Key tasks**

- To work with the Seen + Heard Project Lead to plan and facilitate the delivery of the Fife Seen + Heard Fife groups for looked after children.
- To schedule 1:1 check-ins with participating children through the year.

- To provide organisational/administrative support for activities relating to the project, including practical arrangements for children's participation and communication with parents/carers, schools, social workers and other relevant services.
- To build positive and effective relationships and communicate with children, parents/carers, schools, social workers and other relevant services.
- To assist with the monitoring and evaluation of the project.
- To update blog/social media and connect with stakeholders

**In order to deliver this challenging job you need to:**

- Work efficiently and to deadlines.
- Be highly organised.
- Communicate confidently.
- Be reflective.
- Be responsive.
- See (and care about) the detail.
- Maintain an overview.
- Work occasional irregular hours.
- Have a full driving licence and access to a vehicle.

**We are looking for someone with **knowledge** of:**

- Children's human rights and active citizenship.
- The *UN Convention on the Rights of the Child* and other human rights instruments.
- *Curriculum for Excellence* and other key national policy initiatives including *Getting it Right for Every Child*.
- Current policy and practice on Scotland's responses to inclusive education and learner voice.
- Fife schools and support services, especially in relation to looked after children.
- National policy and legislation in relation to looked after children.

**We are looking for someone with **experience** of**

- Working with looked after children from a variety of backgrounds (both in informal and formal settings).
- Working alongside children as equals, respecting their rights and views, and encouraging their active participation at all times.
- Facilitating work with groups of children.
- Supporting adults to learn about children's rights and participation.
- Updating and maintaining social media and blogs

**We are looking for someone with **skills** including:**

- Self-motivation.
- Time management and management of administration systems.
- Management of monitoring and evaluation systems.
- Imagination and creativity: developing creative approaches to citizenship work with children.
- Facilitating groups.

**The post-holder will also be part of the CP team.** While the responsibilities of the post described here are the bulk of the work the post-holder may on occasion be expected to support CP colleagues with aspects of their work on other projects.

**A professional qualification** in Teaching, Community Education, Social Work or Health or an ability to demonstrate extensive relevant experience is essential.

**Support and Supervision:** Support and supervision will be facilitated the Children's Voices Programme Manager

**Child Protection/Other policies and practices:** Successful candidates will be required to comply with Enhanced Disclosure Scotland child protection processes. More generally Children's Parliament is committed to fair and transparent working practices. The post holder will be expected to adhere to the policies and practices outlined in a range of the organisation's policy documents.

### **About the Children's Parliament**

Children's Parliament is Scotland's Centre of Excellence for children's participation and engagement.

Children's Parliament works for a future where all children in Scotland are actively engaged in shaping our world so that everyone is healthy, happy and safe. We believe all children should live and grow with dignity and be valued for what they can offer the world.

We work creatively through rights-based projects, consultations and training programmes to improve communication between children and adults and to build relationships based on mutual respect and understanding. This enables us to explore our world together. We provide children with opportunities to share their experiences, thoughts and feelings so that they can influence life at home, at school and in the community, through change at a local and national level.

We use the creative arts and have developed a thematic and holistic approach to our work with children. Using creative approaches makes it possible for us to explore feelings and allows us to challenge, in a safe environment, standard sets of ideas, beliefs and ways of behaving. The legacy for children and adults who participate is a sense of having fun together but also the possibility of identifying new ways of being together which are mindful of and informed by everyone's human rights. These approaches are fundamental to the Seen + Heard project

In our work with children and with adults we value:

- **Honesty:** because it allows us to share who we are
- **Respect:** because it shows how much we value each other
- **Diversity:** because we are all unique and we are all equal
- **Empathy:** because it allows us to connect and understand the world through others' experiences
- **Participation:** because everybody has something to contribute
- **Social Justice:** because the world can be a better place
- **Action:** because if something is wrong we should try to change it
- **Human rights:** because all people should live and grow with dignity

Consideration of children's rights necessarily makes us think about the kind of society we are and the kind of families and communities in which we want our children to grow up. At the Children's Parliament, we recognise the importance of engaging children as they become

increasingly aware of the world around them, when there is an interest in exploring that larger social world and they have an openness to learning the skills, values and behaviours that will equip them for an adult life where participation is a habit of a lifetime.

The idea for the Children's Parliament, and our name, came from children attending a European environmental education project. Children spent a week together discussing, planning and building a model of their vision of an environmentally-friendly city, within which they placed a Children's Parliament. For the children, the word *parliament* meant a place to talk and to listen. Meeting in the environment of a parliament signified the importance of what children had to say. The children's vision became our goal.



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