

## Job Description

### PROJECT OFFICER

We are recruiting for an enthusiastic, creative, and dynamic Project Officer who loves working with children and is committed to the realisation of children's human rights.

The Project Officer will be engaged in the development, delivery and reporting on a range of projects. Initially the focus of the role will be our Child Power project, which is building child activism to drive systemic changes to children's involvement in decision making and parliamentary processes on child poverty.

Passionate about children, an excellent communicator and highly organised, the post holder will contribute to our work to support the implementation of the United Nations Convention on the Rights of the Child (UNCRC) and deliver human rights for children.

<b>Salary:</b>	£ 29,816
<b>Hours:</b>	The role is offered on a full-time basis of 35 hours per week. However, we are open to considering part-time arrangements for the right candidate, subject to mutual agreement on working hours and responsibilities.
<b>Location:</b>	This is a Scotland wide post with an office base at the Children's Parliament in Edinburgh. Regular working at our Children's Parliament office is required. Our Office moves to Norton Park in Leith in September 2026. We offer flexible working and we are happy to discuss working patterns.
<b>Duration:</b>	Initial 18-month fixed term contract, contract may be extended subject to funding
<b>Reports to:</b>	Child Power Project Manager
<b>Annual leave:</b>	30 days + 10 days public holiday per year
<b>Pension:</b>	A contributory pension is in place
<b>Probation period:</b>	3 months
<b>Sick pay:</b>	2 months full pay and one month half pay within any 12-month period.

Children's Parliament is an equal opportunities employer.

## INTRODUCTION

Children's Parliament is a small, friendly Edinburgh-based charity that works across Scotland. Our dream is that children grow up in a world of love, happiness and understanding. Our mission is to inspire greater awareness and understanding of the power of children's human rights and to support implementation of the United Nations Convention on the Rights of the Child (UNCRC).

Our Project Officer role requires a dynamic, creative and highly motivated individual who loves working with children, engaging adults important to children and influencing decision makers, and is committed to the realisation of children's human rights. The Project Officer will play a critical role in the delivery of the Child Power project, including face to face and online work with children, influencing activities with stakeholders and support other consultations, projects and events.

The following description was co-produced by the Children and Families Panel of the Children's Skills and Knowledge Framework based on what children said adults need to know to ensure they are effective children's rights practitioners.



### **A Superhero of Children's Rights:**

- understands it is all about relationships
- allows time to build meaningful relationships with children, building trust and fostering approachability
- has a warm, playful and calm approach when engaging with children
- always treats children like they treat other adults and never shouts
- values children's opinions and recognises that their innovative ideas can help them in their work
- doesn't take poor behaviour personally but instead responds with kindness, empathy and understanding, and recognises that such behaviour can often be rooted in trauma
- always gets back to children to inform them of the outcomes of engagement
- never makes assumptions about children
- is patient and allows children time to think about /answer their questions without pressure
- ensures that children have an understanding of their human rights.

## OVERVIEW OF THE ROLE

Children's Parliament demonstrates children's rights in action, supporting children to influence policy, practice and legislation, and we build the capacity and win the hearts and minds of adults to realise children's human rights. Following the incorporation of children's rights into Scots law, Children's Parliament has a critical role to play to support the implementation of children's human rights in the everyday.

In this context the role of the Project Officer is to embed the views, experiences and ideas of children into decision making around policy, practice and legislation in Scotland. Supporting children to engage adult key decision makers on what needs to change

The Child Power project started in February 2026 in partnership with Save the Children UK and is supported through the Beyond Pledges fund from the Robertson Trust.

The project will create a Scotland-wide movement of child activists from low-income backgrounds campaigning to address the causes and impact of child poverty, to meet the 2030 child poverty targets, in a way that improves children's lives and focusses on the action and policy change they care about.

## KEY AREAS OF RESPONSIBILITY

- To support the delivery of a strategic portfolio of work (both face to face and on-line), rooted in practice with children, which embed the views, experiences and ideas of children into decision making in policy, practice and legislation.
- To contribute to building the external workforce skills and confidence in a children's rights approach and support culture change through effective communication and influencing strategies.
- To support the writing and production of published reports, resources and other learning assets.
- To develop positive and effective relationships with children, colleagues and partners in all aspects of practice.
- To record, analyse and report on data and materials which have been gained through creative processes with children (written, artwork and spoken).
- To undertake the administrative and logistical organisation of projects including consent, materials, transport, and liaison with schools, families and partner organisations.
- To keep abreast of policy and practice in children's rights and in the policy areas of your specific project.

- To deliver projects and consultations within agreed time frames and budget.
- To work with the wider Children's Parliament team to ensure learning from the project is disseminated, to maximise impact, engaging with key decision-makers and influencers.
- To work with the Child Power team to ensure effective monitoring and evaluation systems are in place and used for reflection and reporting.
- To ensure a close liaison with the Project Manager, keeping them abreast of delivery, developments and challenges in their work.
- To contribute to the wider work and goals of the organisation.

The above list of duties is not exhaustive.

## PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level in a relevant field, or equivalent experience.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of child rights practice/participatory engagement with children.</li> <li>• Experience of work with primary school age children.</li> <li>• Working alongside children as equals, respecting their rights and views, and encouraging their meaningful participation.</li> <li>• Working alongside a range of professional colleagues, raising awareness of children's human rights and influencing practice.</li> <li>• Facilitating adult/continuing professional learning.</li> <li>• Building relationships and representing an organisation in day-to-day, community and professional relationships.</li> <li>• Recording and analysing data from project</li> <li>• Report writing and resource creation and promotion.</li> <li>• Developing monitoring and evaluation approaches to evidence impact</li> <li>• Using social media in a professional context.</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• The United Nations Convention on the Rights of the Child, its potential and impact.</li> <li>• The range of public authorities with duties under new legislation regarding the UNCRC.</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Confidence to work on one's own in a professional setting.</li> <li>• Imagination and creativity when developing approaches to work with children.</li> <li>• Facilitating work with groups of children.</li> </ul>

	<ul style="list-style-type: none"><li>• To support the delivery of training/workshops with adults</li><li>• Experience of engaging and influencing a range of professionals, including senior decision makers, elected members and officials.</li><li>• Clear and confident communicator, both written and verbal, with experience of engaging with a range of professionals</li><li>• Ability to prioritise and complete tasks in a timely fashion.</li><li>• Excellent time and organisational skills.</li><li>• Effective use of IT.</li></ul>
Other	<ul style="list-style-type: none"><li>• Passionate about children's human rights.</li><li>• Work within the values of Children's Parliament.</li><li>• A driving license is desirable.</li></ul>

## SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

### Working week:

35 hours per week with core hours worked between 10am and 4pm.

In the nature of our work, some hours will be out with these times, including occasional weekend work, and any such requirement will be planned with the post holder in advance.

### Annual leave:

30 days + 10 days public holiday per year pro rata

### Place of work:

This is a Scotland wide post with an office base at the Children's Parliament in Edinburgh. Regular attendance at Children's Parliament office is required. The current work with children for Child Power is in Glasgow and the project will expand to new areas in early 2027. We offer flexible working and we are happy to discuss working patterns.

### Travel:

Travel across Scotland will be required, with occasional overnight stays, to support the delivery of project work. Opportunities may arise for potential travel abroad.

### Pension:

A contributory pension scheme is in place

**Probation period:**

3 months

**Sick pay:**

2-month full pay and 1-month half pay within any 12-month period.

## **ABOUT CHILDREN'S PARLIAMENT**

Our dream is that children grow up in a world of love, happiness and understanding.

Our mission is to inspire greater awareness and understanding of the power of children's human rights and to support implementation of the United Nations Convention on the Rights of the Child (UNCRC) across Scotland.

**Our Priorities:**

1. **Demonstrate:** We will work with partners locally and nationally to demonstrate a children's human rights approach in practice
2. **Influence:** We will work with children and partners to influence national legislation, policy and practice, to systematically implement the UNCRC
3. **Build Capacity:** We will work with individuals, organisations and public bodies to build their capacity to deliver children's rights
4. **Grow the Movement:** We will help drive cultural change across civil society to create a nation that values children and delivers their human rights
5. **Strengthen our organisation:** We will continuously improve our systems and processes to deliver our goals

We will deliver our priorities in a manner which embodies our organisational values, which are:

- **Unfeart** - Because we speak truth to power and we are prepared to be different
- **Creative** - Because we will find the path we need to make rights real
- **Kind** - Because it allows us to connect and understand the world through others' experiences
- **Fair** - Because we recognise that equity requires each child to have what they need and that this will be different for every child.

For more information about Children's Parliament: [www.childrensparliament.org.uk](http://www.childrensparliament.org.uk)