

## PROGRAMME MANAGER - Children's Human Rights Defenders/National Projects

### JOB DESCRIPTION

We are seeking to recruit a highly motivated and dynamic Programme Manager (Children's Human Rights Defenders/National Projects). This is a critical role, responsible for the management, development, delivery and reporting on the national Children's Human Rights Defenders (CHRD) Programme and new innovative national projects and consultations which further the implementation of the United Nations Convention on the Rights of the Child (UNCRC).

The programme covers a portfolio of national work including commissioned consultations, influential projects, and Children's Human Rights Defenders (CHRD) activities which we are looking to develop into a national programme.

Once in place, and following induction, the post holder will be able to quickly and effectively take up their role and make a positive contribution to the organisation.

An excellent manager, communicator and networker, the post holder will contribute to our work to support implementation of the UNCRC and deliver human rights for children.

**Hours:** Full time – 35 hours per week

**Salary:** £32,026

**Location :** This is a Scotland wide post with an administrative/office base at the Children's Parliament HQ in Edinburgh. All staff are currently home-working. The location for this post is flexible but regular attendance at Children's Parliament HQ is required.

**Duration :** Three years

**Reports to:** Rona Blackwood, Head of Programmes

Children's Parliament seeks to maintain a generous approach to our work and puts kindness, trust, empathy and respect at the heart of our work, internally and externally.

Children's Parliament is an equal opportunities employer. All applicants are treated equally and fairly throughout the recruitment and selection process.

## OVERVIEW OF ROLE

This is an important time for Children's Parliament, with the commitment from the Scottish Parliament to incorporate the UNCRC into Scots Law, Children's Parliament has a critical role to play to support the realisation of children's human rights. With our 25 years of experience and our growing, dynamic and passionate team we aim to demonstrate children's rights in action, build the capacity of others to deliver children's rights, and support children to influence policy, practice and legislation.

In this context the role of the CHRD/National Projects Manager is to embed the views, experiences and ideas of children into decision making around policy, practice and legislation in Scotland – demonstrating in practice what UNCRC implementation looks and feels like for children.

The key components of this programme are:

a) To seek and deliver commissioned short-term **consultations** with children for Scottish Government and other public bodies where children's lived experiences can play a vital role in realising children's rights across Scotland. Consultations focus on commissions which resonate with the issues children raise and the rights infringements they experience. Ensuring that the children's experiences and key messages from consultations are effectively disseminated and acted upon is key. Recent examples of this strand of work are:

<https://www.childrensparliament.org.uk/our-health-and-wellbeing/>

<https://www.childrensparliament.org.uk/our-work/uncrc-incorporation-consultation/>

b) To develop and deliver a portfolio of **national projects/investigations** where children are supported to shape guidance; inform services; or explore a topic and to present their findings (a 'call to action') and produce resources (films, games, artwork, training modules) to progress the rights of children. For example, we are currently exploring a national project with children on Artificial Intelligence. Other recent examples include:

<https://www.childrensparliament.org.uk/our-work/children-and-coronavirus/>

[Climate Changemakers - Children's Parliament \(childrensparliament.org.uk\)](https://www.childrensparliament.org.uk/Climate-Changemakers-Childrens-Parliament-childrensparliament.org.uk)

c) Deliver a portfolio of national (and where impactful in Scotland) international activities led by Child Human Rights Defenders to influence Scotland's social, cultural and political landscape. Supporting Members of Children's Parliament (MCPs) to come together, identify the key issues for children across Scotland and seek out **effective platforms to influence change**. Recent examples of this strand:

<https://www.childrensparliament.org.uk/our-work/cabinettakeover-2021/>

<https://www.childrensparliament.org.uk/the-big-ideas-big-vote/>

<https://www.childrensparliament.org.uk/national-sitting-2019-makerightsreal/>

## KEY AREAS OF RESPONSIBILITY

Lead the Children's Human Rights Defenders (CHRD)/National Projects programme of work:

- Develop and deliver a strategic programme of activities in collaboration with key partners and stakeholders which demonstrates and embed rights-based practice.
- Develop positive and effective relationships with colleagues across settings in which our work is delivered; ensuring colleagues understand our purpose, approaches and work programme.
- Engage and influence key decision makers, representing Children's Parliament in strategic forums and on national and international platforms.
- Plan and participate in the direct delivery of aspects of the programme. This will include face-to-face work with children and training/capacity building activities with adults.
- Oversee the robust analysis of children's work, data and resources to accurately reflect the experiences of children.
- Keep abreast of developments in policy and practice in children's rights and climate change.
- Ensure learning from the programme of work is disseminated, to maximise impact, engaging with key decision-makers and influencers.
- Have operational management responsibility for all aspects of the CHRD programme including the line management of staff, together with any sessional workers, interns and students who may be working with us
- Have responsibility for the programme stream budget(s) which requires a full understanding of programme finances and delivery within these parameters.
- Ensure effective monitoring and evaluation systems are in place, managed and used for reflection and reporting, including to commissioning bodies/funders for this stream of work.
- Ensure that CHRD programme communications are up-to-date, effective and disseminated via the Children's Parliament website, social media and press/media.
- Recognise and create new opportunities for work, securing funding and partnership agreements in line with the organisational strategy.
- Work as part of a team and ensure a close liaison with Co-Directors and Head of Programmes, keeping them abreast of delivery, developments and challenges.
- Play a role in Children's Parliament's team, supporting the wider development and success of the organisation.

The above list of duties is not exhaustive.

## PERSON SPECIFICATION

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level in a relevant field, or equivalent experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Management of a portfolio of work.</li> <li>• Rights-based practice.</li> <li>• Experience of work with early years and/or primary school age children</li> <li>• Working alongside children (children engage with CP from early years, through primary school, up to the age of 14) as equals, respecting their rights and views, and encouraging their meaningful participation.</li> <li>• Managing a team.</li> <li>• Setting and managing project budgets.</li> <li>• Writing and publishing project reports and training tools and resources.</li> <li>• Building relationships and representing an organisation at a strategic level.</li> <li>• Experience in using social media in a professional context.</li> </ul>
<b>Knowledge + Understanding</b>	<ul style="list-style-type: none"> <li>• The United Nations Convention on the Rights of the Child.</li> <li>• The range of public authorities (service landscape, policy, legislative context) with duties under new legislation regarding the UNCRC.</li> </ul>
<b>Skills + Abilities</b>	<ul style="list-style-type: none"> <li>• Programme management including excellent time and organisational skills.</li> <li>• Effective management of monitoring and evaluation systems.</li> <li>• Imagination and creativity when developing creative approaches to work with children.</li> <li>• Collating and analysing creative outputs in a range of media.</li> <li>• Facilitating groups of children and adults.</li> <li>• Clear and confident communicator, both written and verbal, with experience of report writing, resource development and experience of engaging with a range of professionals.</li> <li>• Ability to identify and respond quickly to new opportunities.</li> <li>• Flexibility and an ability to produce work at short notice.</li> <li>• Ability to prioritise and complete tasks in a timely fashion.</li> <li>• Effective use of IT.</li> <li>• Ability to work independently and from home as Covid-19 restrictions require.</li> </ul>
<b>Other</b>	<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>• Driving licence (desirable)</li> </ul>

## SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

Working week:	Monday to Friday between the hours of 8am and 6pm unless an alternative arrangement is made with your line manager.
Annual leave:	30 days + 10 days public holiday per year pro rata
Place of work:	Summerhall, 1 Summerhall Place, Edinburgh. While all staff are currently home-working, we expect a partial return to the base around the commencement of this post. The location of this post is flexible but regular attendance at Children's Parliament HQ is required.
Travel requirements:	Opportunities may arise which will involve travelling within Scotland and occasionally abroad.
Pension:	A contributory pension scheme is in place.
Probation period:	3 months.
Sick pay:	1-month full pay and 1-month half pay within any 12-month period.

## ABOUT CHILDREN'S PARLIAMENT

Children's Parliament is Scotland's Centre of Excellence for children's human rights. 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.

We work across the domains of home, school and community. Our purpose is to promote understanding of, and commitment to, implementation of the rights of the child. We do this by helping children and adults to learn that rights-based relationships are built on the core idea of human dignity alongside empathy, kindness and trust.

We emphasise that the needs and rights of children are distinct from young people or adults and we remind every individual citizen and public body that children's rights are human rights.

Children's Parliament is part of a wider network of organisations providing for the fulfilment of children's human rights. We aim to seek, build and maintain relevant partnerships in order to achieve our shared goal of improving outcomes for Scotland's children.

We have the following four goals:

1. **Drive place-based change** : We will work with partners in communities to demonstrate a children's human rights approach, supporting partners to effect sustainable change through embedding the UNCRC.
2. **Help shape the future of Scotland** : We will support children to influence national legislation, policy and practice.

3. **Grow public awareness** : We will drive cultural and behavioural change to create a nation that values children and delivers their human rights.
4. **Strengthen our organisation** : We will continue to develop an effective and efficient operating structure in order to deliver our goals.

We will deliver our goals 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)

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