



Development Manager (UNCRC implementation)

Job Description

Together – Scottish Alliance for Children's Rights

<i>Hours:</i>	Fulltime (35 hours/week)
<i>Salary:</i>	£30,746
<i>Location:</i>	Temporarily remote. Otherwise central Edinburgh.
<i>Duration:</i>	Permanent
<i>Reporting to:</i>	Director

Purpose:

The Development Manager (UNCRC Implementation) will contribute to Together's mission to inspire and enable everyone in Scotland to put children and young people's human rights at the heart of everything they do in line with the Strategic Plan.

The role will build on Together's work to date to develop and build on our reputation as a hub of expertise on children's human rights. This will involve working with the Director, Trustees and Together team to develop and deliver a UNCRC Implementation Strategy that will:

- Build the capacity of Together's members to raise public and professional awareness and understanding of children and young people's human rights.
- Influence and build the capacity of our members and duty bearers to inform policy and direct practice.
- Develop and test innovative ideas to lead best practice in implementing children and young people's human rights, doing this in ways which are proactive, agile and seize new opportunities.

Throughout the role, the post-holder will be expected to involve Together's membership – including children and young people – whenever possible and appropriate.

Closing Date: Wednesday 28th April 2021 at 12 noon.
Interviews will take place remotely on 5th May 2021.

Main Duties and Responsibilities:

Training and capacity building

- Develop and participate in the delivery of a UNCRC Implementation Strategy - a strategic portfolio of training, events and capacity building that supports Together members and wider stakeholders to implement children and young people's human rights.
- Develop positive and effective relationships with Together members and wider stakeholders to identify where and how further support is needed to establish and sustain effective UNCRC implementation.
- Develop and test innovative ideas to lead best practice in UNCRC implementation.
- Identify and create new opportunities to expand the UNCRC Implementation Strategy, securing funding and partnership agreements in line with Together's Strategic Plan.
- Develop and enhance Together's internship programme to support the delivery of Together's Strategic Plan.

Membership outreach

- Ensure learning from the UNCRC Implementation Strategy is disseminated across Together's membership and wider stakeholders.
- Influence and build the capacity of Together members to raise public and professional awareness and understanding and embed children and young people's human rights across legislation, policy and practice.
- Develop and manage membership outreach activities to promote diversity of membership (both geographically and across different groups).

Engagement with stakeholders

- Engage and influence key decision makers, representing Together in strategic forums and on national platforms.
- Influence and build the capacity of stakeholders to embed children and young people's human rights across legislation, policy and practice.
- Develop Together's relationships with allies across the Scottish and UK Governments and Parliaments, public bodies, universities, international organisations, and NGOs.
- Feed into Together's social media engagement to promote rights-based practice.
- Support the development of Together's social media presence using Twitter, Instagram, Facebook and LinkedIn to further Together's communications reach.

Other

- Line management responsibility for the Membership Outreach Assistant and project-based interns. Provide wider support and expertise to Together team members.
- Responsibility for the programme budget.
- Ensure effective monitoring and evaluation systems are in place, managed and used for reflection and reporting, including to funders.
- Support with developing and reporting on funding proposals as required.
- Contribute to regular team meetings and to the general administration, well running and development of Together.
- Carry out other duties consistent with the job purpose as required.

Person Specification:

Knowledge including necessary qualifications:

- Educated to degree level or equivalent experience.
- An excellent understanding of children and young people's human rights and implementation of the UNCRC in policy and practice.
- A good understanding of human rights law and the international human rights system.
- A good understanding of the Scottish policy landscape at a national and local level

Skills

- Programme management including excellent time and organisational skills.
- Development and management of monitoring and evaluation systems.
- Imagination and creativity when developing approaches to support UNCRC implementation.
- Excellent written and verbal communication skills, with experience of report writing, resource development and experience of engaging with a range of professionals
- Ability to identify and respond quickly to new opportunities.
- Ability to prioritise and complete tasks in a timely fashion.
- Strong IT skills, including the use of Word, Excel and online meeting software such as Zoom and Teams.
- Ability to work in a small team and feed into others work, whilst having self-motivation to use own initiative when completing tasks and making decisions.
- Ability and enthusiasm to work creatively and independently with an appropriate amount of supervision.

Experience

- Development and delivery of training and events.
- Writing and publishing project reports, training tools and resources.
- Building effective professional relationships and work collaboratively with people and organisations across a wide variety of backgrounds.
- Representing an organisation at a strategic level.
- Facilitating work with children and young people.
- Working in a related policy environment, including the development of training, events and resources for different audiences.
- Experience of working with and supporting children and young people.
- Experience of working in the NGO sector.
- Experience of developing funding applications.

In line with Together's Child Protection and Safeguarding Policy, all employees will have to undergo appropriate Disclosure and Protection of Vulnerable Groups (PVG) checks, including for suitability.

Summary Terms and Conditions of Employment:

Salary:	£30,746
Working week:	35 hours/week with 1 hour unpaid for lunch. Some flexibility will be required.
Annual leave:	25 days annual leave plus 9 public holidays.
Place of Work:	Temporarily remote. Normal place of work is central Edinburgh. Some travel may be required.
Pension:	Together (Scottish Alliance for Children's Rights) will contribute 6% of salary to a recognised personal pension scheme of your choice.
Probation period:	The post is subject to a 3 month probationary period. Following successful completion of the probationary period the notice period will be 1 month.
Sick pay:	Employees are entitled to 1 month's full pay and 1 month's half pay within any 12 month period. In the first year of employment, this entitlement is pro rata to their length of service.

Background Information:

Together is an alliance of Scottish charities and interested professionals that works towards all children and young people in Scotland being able to experience their rights according to the UN Convention on the Rights of the Child (UNCRC) and other human rights treaties. This is achieved by improving the awareness, understanding and implementation of the children's rights through:

- Ensuring our members are involved, consulted and influence our work to progress children and young people's human rights.
- Progressing the implementation of children and young people's human rights at a local and national level through the provision of support, expertise and robust scrutiny.
- Being recognised by our membership and decision-makers as the informed voice that advocates for children and young people's human rights in Scotland.
- Being recognised as an authoritative and respected voice and commentator on the state of children and young people's human rights in Scotland.

Our growing membership is made up of a range of non-governmental organisations (NGOs), from small local playgroups through to large international charities, alongside individuals, academics and professionals with an interest in children's rights.