

Job Profile, Responsibilities and Person Specification			
Post:	Project Director (Scotland) – Lifelong Links	Responsible to:	Chief Executive
Hours:	21 hours per week	Responsible for:	Lifelong Links and FGC Development Officers in Scotland
Grading:	£46,645 - £48,603 pro rata plus 5% pension contribution	Location:	The Project Director will be based in Scotland. Location to be discussed with candidates, however, the post holder will be expected especially in the first year to spend a significant amount of time in Edinburgh or Glasgow.
Leave:	16 days per year (increasing to 18 days) + pro rata bank holiday entitlement	Contract:	Fixed term for four years
Job Profile:			
<p>The aim of Lifelong Links is create a life-long support network for children and young people in the care system.</p> <p>The Lifelong Links approach draws upon a combination of a family finding model, which originated in the United States and the family group conference model, which originated in New Zealand. In designing the Lifelong Links process, Family Rights Group listened to the views of children and young people in care and care leavers. We also took into account the perspective of parents, carers, social workers and other practitioners. Lifelong Links aims to identify and engage relatives and other supportive adults connected to a child in care and who are willing to make a life-long commitment to that child. Research shows that the continuity and permanence of these relationships can offer ongoing practical and emotional support, provide an explanation of historical events, and reinforce identity, belonging and a sense of self for the child.</p> <p>We are now undertaking an independently evaluated trial of Lifelong Links initially in ten localities (seven in England and three in Scotland). The trial is aimed at children and young people aged under 16 years who have entered care within the last three years and for whom there is no plan for them to live within their family or be adopted.</p> <p>Your role will be to lead the project in Scotland, engaging with stakeholders, line managing the Lifelong Links Development Officers, fundraising to support the trial and the roll out of Lifelong Links, liaising with the evaluation team, and promoting the wider take up of FGCs and Lifelong Links in Scotland. You will draft and enact the influencing strategy in Scotland.</p>			

Job Description - Key Responsibilities:

1. To lead the development of Lifelong Links in Scotland. You will report to the Chief Executive and work closely with the Lifelong Links Project Director for England and Lifelong Links Developer. You will line manage the Development Officers in Scotland.

You will be responsible for:

- Ensuring that local authority sites conform to the project fidelity measures. This will include providing advice, support and challenge to the trial authorities, and overseeing the Development Officers' work with those authorities.
- Overseeing consultancy sessions and on-going support to Glasgow, Edinburgh and West Lothian local authorities to implement Lifelong Links, and any other 'second wave' local authority sites.
- Establishing and running awareness-raising sessions to a range of audiences and stakeholders.
- Overseeing the production of high quality materials for a range of audiences.
- Ensuring that service users' voices are central to the development of the work.
- Co-delivering and implementing a quality assurance accreditation system for services delivering Lifelong Links.
- Overseeing, or where appropriate, delivering high quality training to those managing and implementing Lifelong Links, referrers, and others as relevant.
- Overseeing a learning exchange programme between managers and practitioners within the Scottish Lifelong Links trial sites.
- Ensuring that the trial sites are complying with the independent evaluation and monitoring requirements of Lifelong Links.
- Leading the development and implementation of an effective communications strategy with the Lifelong Links sites in order to promote internal 'buy in' and generate wider interest in Lifelong Links.
- Working closely with the evaluation team in Scotland and England to ensure that the trial is effectively evaluated.
- Informing and implementing a sustainable business plan for Lifelong Links in Scotland.
- Identifying potential funders and drawing up funding bids and fundraising towards the implementation of the trial, the extension of Lifelong Links to other children who may benefit and the sustainability of Lifelong Links.
- Take lead responsibility for liaison with funders on achieving any agreed performance outcomes.
- Ensure that all funder reporting requirements are met, including writing grant reports.

2. To provide strategic leadership to help build the capacity of local authorities to deliver family group conferences and Lifelong Links in Scotland.

This will include:

- Influencing the national policy and legislative agenda in respect of Family Group Conferences and Lifelong Links.
- Leading and helping run ‘capacity building’ events in Scotland aimed at informing Scottish local authority decision makers and other stakeholders of the benefits of FGCs and Lifelong Links.
- Recruiting two additional sites to the trial, who will conform to the trial requirements.
- Working with the National Scottish Family Group Conference Network to promote the effective use of FGCs and Lifelong Links.
- Offering consultancy support and training to local authorities wishing to develop or implement FGCs and Lifelong Links in a range of contexts.
- Supporting work with the Scottish FGC Network to help develop quality assurance systems for FGC practice including the roll out of FRG’s accreditation framework in Scotland.
- Leading the development and implementation of an external communications strategy, including organising and participating in events including policy seminars and conferences to promote the evaluation findings.

3. Management and supervision

- You will be line managed by the Chief Executive and will receive supervision from her.
- You will provide line management and supervision to the Lifelong Links Development Officers for Scotland, using Family Rights Group’s performance management processes.
- You will also participate in project development meetings involving all FRG team members involved in this work in the UK and quarterly all staff meetings. This will sometimes involve travel to London.

4. Project management

- To oversee the project management of the work, provide monitoring reports for funders and undertake work as required and ensure that this is done within agreed time-scales.
- To oversee the production of project-related publications (including guides, training packs, leaflets, articles and books).
- To lead the Scottish Lifelong Links Steering Group and participate in the UK wide Practice Development Group.
- To link to the work undertaken by FRG in the rest of the UK concerning the promotion and support of FGC and Lifelong Links practice, including lobbying, training and contributing to other FGC related work.
- Where appropriate to contribute to FRG projects which are the responsibility of other policy staff.

5. General responsibilities

- To contribute and participate in FRG's work in promoting strength based work with families.
- To establish and maintain contacts with other relevant organisations in Scotland.
- To keep abreast of developments within Scotland concerning the legal, policy and practice framework as it relates to FGC and Lifelong Links work.
- To ensure that the work responds to the experience and views of children and families involved with children's social care services.
- To ensure that all services are delivered in line with the organisation's policies and procedures including its equal opportunities policy.
- To undertake any other tasks as requested by the Chief Executive which are broadly compatible with the remit of the post.

Person Specification:

1. Professional qualifications and experience

Experience in leading and managing the introduction of innovation and service change within an organisation.

Significant experience in working with vulnerable children and families.

Excellent understanding of the Scottish child welfare legal and policy framework and procedures in Scotland.

You will be qualified as a social worker with social work management experience (desirable).

Experience of delivering family group conferences and managing a family group conference service (desirable).

2. Anti-Discriminatory Practice

You will be able to demonstrate and apply a knowledge and understanding of the way in which discrimination impacts on families, including minority ethnic families, asylum seeking families and disabled parents.

3. Project Management and Leadership

Able to work independently and to manage work according to the project timetable and key milestones.

Able to liaise with external agencies who are participants in the project and other partner agencies working with Family Rights Group.

Able to ensure that funds are spent as agreed with the funders and that any project work undertaken is completed within the allocated budget.

Able to demonstrate knowledge and experience of supporting service user participation.

You will be competent at working within an equalities framework.

Proven experience of being an excellent team worker.

4. Staff Management

You will be competent at recruiting staff within an equalities framework.

You will be able to offer development officers effective supervision and be adept at managing a staff team.

5. Communication Skills

Able to develop work collaboratively with people from a range of organisations and backgrounds.

Able to work with, and promote, the interests of children, young people and families.

Able to represent Family Rights Group by presenting and discussing the organisation's work to a variety of audiences.

Able to communicate clearly, verbally and in writing, to both professional and non-professional audiences.

Experience of preparing clear written reports and verbal presentations.

Able to develop and deliver training courses for a wide range of participants.

Experience of writing and preparing training materials (desirable).

6. Self-Management

Highly motivated and able to organise own work. You will be skilled in handling a busy workload, meeting deadlines and managing conflicting priorities.

7. IT

You will have good IT skills and a willingness to develop these as required by the post.

8. Other Requirements

You will have an understanding of and commitment to the aims of the organisation.

You will be able to travel in the UK and occasionally stay away from home overnight and attend some early morning/ evening meetings, with notice.