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## Assistant Director (Programmes and Participation)

### Job Description

Together – Scottish Alliance for Children's Rights

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<b>Hours:</b>	Fulltime – 35 hours/week
<b>Salary:</b>	£ 44,790 - £49,740
<b>Location:</b>	Temporarily remote , otherwise central Edinburgh
<b>Duration:</b>	Permanent
<b>Reports to:</b>	Director

#### Purpose

As a member of the senior management team, the Assistant Director (Programmes and Participation) is instrumental in leading Together's strategic initiatives across a broad spectrum of programme development, with a significant focus on enhancing the rights and participation of babies, toddlers, and early years children. This role is pivotal in supporting the Director by managing essential areas of operational and strategic responsibility, facilitating the effective implementation of Together's strategic priorities, and ensuring programmes are impactful and aligned with organisational goals.

#### Key Responsibilities:

##### Strategic Programme Leadership and Development:

- Oversee the development and delivery of Together's programmes, with a particular emphasis on projects that promote the rights of babies, toddlers, and early years children.
- Lead innovative initiatives such as the "Young Human Rights Detectives" and new programmes that focus on early childhood and wider children's rights issues, ensuring these initiatives are integrated into the broader context of Together's work.
- Support and brief Together's Director as spokesperson on key children's rights matters, drafting presentations and engaging with stakeholders at national and international levels and deputising for the Director as required.

##### Fundraising and Resource Management:

- Develop and manage fundraising strategies to secure and sustain funding for existing and new programmes, especially those targeting babies, toddlers, and early years children.
- Build and maintain strong relationships with funders and stakeholders, effectively communicating the impact and value of programmes focused on advancing children's rights.
- Oversee the financial management of all programme and participation budgets, collaborating closely with the Business Operations Manager to provide accurate and timely financial reports to the Board of Trustees.

#### Children's Participation:

- Enhance participation initiatives to ensure that children and young people of all ages, including babies and toddlers, are actively involved in shaping implementation of children's human rights across Scotland.
- Implement participatory practices across all programme activities, ensuring inclusive engagement that captures the voices of the youngest participants.

#### Management and Team Leadership:

- Manage and mentor the Programme and Participation team, fostering professional growth and ensuring strategic alignment of their work with organisational objectives.
- Encourage a culture of high performance, collaboration, and continuous learning within the team.

### Personal Specification

#### Essential:

- **Proven Leadership:** Demonstrated leadership and management skills within a non-profit or advocacy environment, with a specific focus on children's rights and participation.
- **Programme Management Expertise:** Extensive experience in programme development, management, and evaluation, specifically within the context of children's or wider human rights.
- **Financial Management:** Proven proficiency in programme budget oversight and management, including the ability to effectively allocate, monitor, and report on financial resources across programmes.
- **Partnership and Stakeholder Engagement:** Strong capability to foster partnerships, engage stakeholders, and develop strategic initiatives that promote children's rights.
- **Communication Excellence:** Exceptional written and oral communication skills, with the capacity to clearly articulate complex issues and engage effectively with diverse audiences.

#### Desirable:

- **Early Years:** Specific experience working on issues related to babies, toddlers, and early years children.
- **Funding Development:** A track record in securing funding for children's rights or related programmes.

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

## Summary terms and conditions of employment

Annual leave:	Full time staff are entitled to 25 days annual leave plus 9 public holidays. This will be adjusted for part-time hours.
Pension:	Together (Scottish Alliance for Children's Rights) will contribute 6% of salary to a recognised personal pension scheme of your choice.
Probation:	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.
Right to work:	Applicants must have the right to work in the UK. Proof of right to work will be required at interview.

## About Together

Together (Scottish Alliance for Children's Rights) has a vision of Scotland becoming a place where all babies, children and young people can grow up in an atmosphere of happiness, love and understanding. To achieve this, we work with our membership to take action to ensure that babies, children and young people growing up in Scotland have all their human rights respected, protected, and fulfilled, all the time. Our three strategic priorities reflect a holistic approach to achieving our mission, focusing on proactive measures, responsive actions, and building the strength of the children's rights community to ensure the rights of every baby, child and young person in Scotland. Together is at the forefront of influencing policy, enhancing understanding, and ensuring the integration of children's rights across all aspects of life in Scotland, making us a pivotal voice and authority on children's rights.

## Our values

- *Courageous:* We are independent, and we challenge when we need to. We always stand up for children's human rights.
- *Collaborative:* We involve, engage, and consult our members, children and young people, parents and carers. We are representative, open, and transparent in all we do.
- *Constructive:* We do things in a respectful way. We support all those we work with and for to reach their full potential.
- *Inclusive:* We actively enable everyone to participate equally and with dignity, especially those babies, children and young people whose rights are most at risk.
- *Creative:* We bring fun and creativity to everything we do, embracing imaginative and innovative thinking.