

Work Experience Opportunity for a Care Experienced Person

This is an exciting opportunity for a person with experience of being in care and/or of the Children's Hearings System. This work experience post will be based within the Scottish Children's Reporter Administration's office in Stornoway.

The successful person will bring their experience of being in care or of the Children's Hearings System to help SCRA in improving all of its services to children, young people and families. We are committed to our Corporate Parenting role and offering opportunities to people who are care-experienced is a key part of that; therefore, the applicant must be somebody who is, or has been, looked after by a Local Authority, either at home or in a care setting, and/or has experience of the Children's Hearings System, and we may ask for evidence of this.

There are two main components to the post. You will be part of a small, friendly team where you will be providing reception and administrative support services to our organisation. You will be supported to learn how to undertake a wide range of administration tasks as well as being provided with lots of training and development opportunities. Your job will be varied and include reception duties, using IT, supporting virtual Hearings, answering and transferring calls and taking messages, filing, processing confidential information, and supporting the smooth running of the office. In addition, the successful applicant will also be invited to be involved in a variety of exciting participation activities for SCRA, such as joining projects aimed at improving participation and engagement opportunities for children and young people attending Children's Hearings, and taking part in SCRA's groups, for example, our Voice of Experience Reference Group and our Keeping The Promise Team. You will be an ambassador for the organisation and we will support you in achieving this.

We do not ask for evidence of formal educational qualifications, but because this is an administrative post, you must be able to read and write to a standard that will allow you to work in a busy office, use a computer, send emails, provide reception services and be comfortable using and answering the phone.

Ideally you will have had some experience of employment, or of volunteering, or of having undertaken some experience in developing a particular interest or hobby, either in school, where you live, or in the community.

Support and training will be provided in all aspects of your employment and development within the organisation.

Good timekeeping, maintaining confidentiality, commitment to working with SCRA and learning new skills, and the ability to work as part of a team are key essential requirements of the postholder. You will be based in Stornoway, and although not a lot of travel is required for the post, we are a national organisation, so you must be able to, on occasion, travel independently as part of the job, which will be paid for by SCRA. You must also be able to get to and from work independently.

The post is for 15 hours per week, five hours per day on a Monday, Tuesday and Wednesday, for potentially up to six months. These working hours may be adjusted to, for example, four hours on a Monday, five hours on a Tuesday and 6 hours on a Wednesday, but we will discuss this with you. There will be a **three month** contract offered initially, and upon successful completion of that, you may be offered another three month contract. There may be opportunities for additional hours.

****As this is for a care-experienced person you must be care experienced in order to be able to apply and this will be confirmed through appropriate channels****