

JOB SPECIFICATION

JOB TITLE:	Each and Every Child Programme Administrator
FUNCTIONAL AREA:	Each and Every Child
LOCATION:	Robertson House, 152 Bath Street, Glasgow, G2 4TB
REPORTING TO:	Michael Wield
SALARY GRADE:	1
CONTRACT:	Fixed Term, 0.6 FTE (January 24)

MAIN DUTIES/RESPONSIBILITIES

Each and Every Child is an initiative that aims to tell a compelling story about children and young people in the care system, transforming the current public narrative and mobilising people at all levels in the community to take action to improve their life chances.

The main aims of Each and Every Child are to:

- shift public attitudes towards children, young people and their families who are in and around the care system to build improved support for progressive policy and practice implementation
- engage and inform professionals in the sectors working with children, young people and their families around their communications to strengthen their practice and impact
- support and equip care experienced people to be at the heart of efforts to develop more consistent and effective communication (informed by this robust research and experience of reframing techniques) in order to mobilise people in communities to take action to improve the life chances of children and young people

In Phase 1 and Phase 2 of the initiative, FrameWorks UK conducted [research](#) across Scotland and, in collaboration with people with lived experience and the workforce within the sector, created the [Toolkit](#). Now in Phase 3, the Each and Every Child initiative seeks to support organisations and individuals to use the framing recommendations to help create long lasting, positive change now and in the future, for each and every child.

Each and Every Child is a partnership initiative funded by CELCIS, Esmée Fairbairn Foundation, Life Changes Trust, The Robertson Trust, Social Work Scotland and The Scottish Government. The initiative is hosted by The Robertson Trust.

More information can be found on our website – eachandeverychild.co.uk.

Job Purpose

The Each and Every Child Administrator will assist the Each and Every Child staff team in the delivery of the Each and Every Child initiative activity. This is a wide-ranging role that will provide administrative support in all aspects of the initiative to ensure the smooth running of all activities. Key responsibilities will be to assist with the organisation and evaluation of framing sessions (both virtually and in person), to ensure all processes are followed and that all programme information is collated and stored appropriately.

Key responsibilities

- Support with the organisation and administration of all Each and Every Child programme activity.
- Assist in providing online delivery support, including managing bookings, resources, providing technical support and sharing surveys.
- Provide logistical support for in-person sessions and meetings.
- Create accurate records of Each and Every Child activity.
- Contribute to project management processes and ensure these are followed.
- Assist in the evaluation of all activities undertaken
- Contribute to 6-monthly reports to the Each and Every Child Management Group
- Support the communication of the initiative's progress, including updates on the Each and Every Child website and monitoring social media.
- Support the administration of the Voices of Experience element of work.
- Provide any other ad-hoc duties as required, assisting the smooth running of the Each and Every Child activity.

PERSON SPECIFICATION FORM

DEPARTMENT: Each and Every Child	VACANCY REF. No:
JOB TITLE: Each and Every Child Programme Administrator	LOCATION: Robertson House

THE EMPLOYEE	ESSENTIAL	DESIRABLE
<p>Qualifications/Experience</p> <p>What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have?</p>	<ul style="list-style-type: none"> • Excellent organisational skills • Excellent communication and written skills, providing attention to detail. • Ability to work as part of a team • Ability to manage a workload with multiple priorities • Competent in Microsoft Office, with good working knowledge of Excel • Good understanding of current GDPR 	<ul style="list-style-type: none"> • Competent in using Zoom and Microsoft Teams. • Experience of producing surveys and reports to a high standard • An understanding of care experience and the care sector
<p>Circumstances</p> <p>In terms of personal circumstances, what will the job demand / provide?</p>	<ul style="list-style-type: none"> • Role covers Scotland wide but is based in Glasgow • Travel may be required • Occasional evening and weekend working may be required • Role is initially hybrid based on Government guidelines 	

	<p>This role is open to anyone with experience of care. People with experience of care includes people who have in the past or who currently live:</p> <ul style="list-style-type: none">• with foster carers• in a residential children's home• looked after at home under a supervision order• with friends or relatives in kinship care• with adoptive parents	
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