



Job Title: Involvement Adviser (Children and Young People)

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Substantial experience of developing and delivering involvement activity. ▪ Professional experience in delivering care/social work services for children and young people. 	<ul style="list-style-type: none"> ▪ Understanding of regulation and inspection and the work of the Care Inspectorate. ▪ Experience of managing people. ▪ Experience in managing projects.
Education, Qualifications & Training	<ul style="list-style-type: none"> ▪ Educated to Degree level or equivalent. ▪ Experience in involvement and participation. ▪ Commitment to own CPD. 	<ul style="list-style-type: none"> ▪ Professional qualification in social work, community education, community development, health or a related discipline.
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of the specific issues and experiences of children and young people who use social work/social care services. ▪ Knowledge of the current policy context for children and young people in Scotland. ▪ Good IT skills – ability to use Microsoft Excel and Microsoft Word. 	<ul style="list-style-type: none"> ▪ Experience of working with groups. ▪ Experience in chairing and facilitating meetings.

Key Performance Outcomes	Essential	Desirable
Effective Communication	<ul style="list-style-type: none"> ▪ Effective communicator, both orally and in writing, with the ability to apply different approaches to communication as required. ▪ Ability to build and maintain constructive working relationships with others internally and outside the organisation. 	<ul style="list-style-type: none"> ▪ Knowledge of different models and approaches to involving people.
Improvement Focus	<ul style="list-style-type: none"> ▪ Aware of trends and changes and maintains professional knowledge. ▪ Encourages and promotes ideas and expects others to do likewise. ▪ Generates creative ideas and provides SMART solutions for improvement. 	<ul style="list-style-type: none"> ▪ Experience of project working, presenting to groups and participatory appraisal methods.
Working in Partnership	<ul style="list-style-type: none"> ▪ Works with partners to develop shared goals, objectives and support processes. ▪ Identifies and creates opportunities to work in partnership with stakeholder groups. 	<ul style="list-style-type: none"> ▪ Experience of working with external involvement networks.
Team Working	<ul style="list-style-type: none"> ▪ Remains tolerant and fair towards others always. ▪ Contributes to shared vision and purpose. ▪ Contributes to and supports the work and decisions of the team. 	

Objective Decision Making	<ul style="list-style-type: none"> ▪ Makes effective decisions based on critical evaluation of all the relevant facts. ▪ Understands the limits of their own knowledge & experience and when decisions needs to be referred to other. ▪ Is prepared not to decide if insufficient evidence is available. ▪ Learns from experience focusing on preventing recurrence when things go wrong. 	
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Please note – these are key performance outcomes to be used to recruit into the role. Successful applicants will be assessed against all the performance indicators used in the Performance Development Review System once established in the role.