UCEAP Placement 2019

Job Description:

Children’s Parliament is Scotland’s Centre for Excellence for Children’s Rights and Participation. Children’s Parliament works for a Scotland where all children are respected, valued and included in our social and political landscape. Through our creative projects, consultations and community programmes, children learn the knowledge, skills, values and behaviours they need for positive relationships and participation in civic life. Through their participation adults (professionals and parents) enhance their relationships with children, learn to support children’s participation and see the children’s human rights as a tool to improve outcomes for children.

Our strategic goals are to:

- Engage with public sector and private bodies to meet their needs to engage with and understand the views of Scotland’s children.
- Deliver a range of Children’s Parliament work programmes in specific geographic regions.
- Extend the reach of Children’s Parliament through national delivery of learning opportunities for children and adults.
- Maintain good governance, including financial stability and effective communications.

As often as we can, Children’s Parliament aims to bring groups of children and adults together so that children’s views can be heard and included, especially by adults that are making decisions that impact upon children’s lives. In 2019, part of our core funding is dedicated to hosting our 5th annual National Sitting.

A National Sitting is an opportunity to showcase our work from the past year and focus on a specific theme or issue impacting on the lives of children in Scotland. This national event brings MCPs (Members of the Children’s Parliament) from across the country to meet with key decision makers, talk about the projects with which they have been involved, and to share their experiences, opinions and ideas so that they influence developments in policy and practice.

The National Sitting is a big undertaking each year and we are looking for a Children’s Voices Intern to help support the planning, delivery and evaluation of the 2019 National Sitting. The National Sitting will take place on Wednesday 20th November in a central location still to be determined, most likely in Edinburgh.

In addition to work around the National Sitting, the Children Voices Intern will support Children’s Parliament staff in the delivery of current projects and consultations in order to
get a full understanding of the direct engagement work with children across our full programme of work. This might include help with planning, logistics, resources, delivery, communications, etc.

The intern will report to the Children’s Voices Programme Manager.

**Specific Duties:**

**National Sitting**
- venue liaison and set-up
- school liaison and consents
- travel booking for all participants
- publicity and invitations
- press work
- catering
- arranging event recording/feedback
- post-event analysis and report

**Programme Support**
- planning sessions
- creating resources and sourcing materials
- travel/venue logistics
- workshop facilitation
- note taking
- report writing

**Person Specification**

The ideal candidate should be able to demonstrate the following:
- Ability to become quickly familiar and confident about Children’s Parliament work and approaches
- Experience of event organising
- Ability to work independently, seeking guidance where needed.
- Communication skills
- Organisation skills
- Knowledge of appropriate computer packages to assist with the event organisation
Learning and Development

Through this internship you will have the opportunity to develop skills, experience and knowledge in the following areas:

- Event management
- Children’s rights and participation
- The role children’s voices play in the development of policy and practice
- Creative and participatory approaches to consultation with children.

Support:

The intern would work closely with the Children’s Voices Programme Manager. Upon commencing work with Children’s Parliament, the intern will have a short period of induction to become familiar with the CP ethos and methodology and with our current projects/consultations with children, some of this will be observation and participation in the field with projects/consultations running at the time.

As well as day-to-day discussion and guidance, we would plan fortnightly support and supervision sessions. Additionally, as the intern will be based at CP headquarters, s/he will have frequent contact with and access to the CP management team. We are a friendly, collaborative and professional team.

Organisational Profile:

Children’s Parliament works with children from early years to 14 years old. This also means engaging with their families, schools and communities. We use the creative arts and have developed a thematic and holistic approach. We develop open and honest relationships with children; valuing their worth and their views. We create opportunities for children to feel safe, challenged and trusted.

The benefits of our work are twofold: through our creative projects, consultations and community programme, children learn the knowledge, skills, behaviours and values they need for positive relationships and a lasting participation in our social and political landscape. Our work also provides adults with a unique and valuable insight into what children are thinking and feeling.

Find out more about our work and see short films of previous National Sittings at https://www.childrensparliament.org.uk/

Children’s Parliament gives ideas a voice.