

# Learning and Engagement Officer

Department	Centre for Excellence for Children's Care and Protection (CELCIS) ( <a href="http://www.celcis.org/">http://www.celcis.org/</a> )		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Administrative and Professional	Reference No	376634
Reports To	Communications Manager	Grade:	6
Salary Range:	£28331 - £31866	Contract Type:	Fixed Term (12 months)
FTE	1 (35 hours/week)	Closing Date	10/06/2021

## Job Advert

Do you want to help Scotland to Keep The Promise?

We're looking for an experienced, skilled and highly organised self-starter to join us as a Learning and Engagement Officer.

As a leading improvement and innovation centre in Scotland, CELCIS works to improve the lives of children and young people in need of care and protection, and their families and carers, by supporting people and organisations responsible for their care to make changes in services and in the practices and skills they use, all based on the needs and experiences of children and young people.

This is an opportunity for someone who will further enhance our learning and engagement by working with colleagues across CELCIS to develop and use different ways to exchange our learning and to share and apply knowledge from research, practice and lived experience, online and in person.

Are you as equally comfortable producing a webinar using live and recorded video with presentations with downloadable materials, invited speakers, and facilitating a Q&A on the subject matter, as you are developing and delivering a two-day in-person conference? If so, this could be the role for you.

The role would suit candidates who are multitaskers with a record of achievement in shaping and delivering different learning and engagement activities to match the needs of different stakeholders.

You will have significant experience of having worked in public engagement, learning, events, training, knowledge exchange and/or public affairs, as well as knowledge of professional development and children's services, with excellent team working and relationship-building skills with colleagues and external partners.

Our Learning and Engagement Officer roles are full-time which may require some working outside core business hours of 9am – 5pm. This role will be based remotely in the immediate term, at home, with the opportunity of working in the CELCIS office (based in the Glasgow) as and when longer-term appropriate arrangements are put in place.

**Funding for the post:** This post is currently funded for 12 months. CELCIS has further funding indicated by Scottish Government.

We are working across the country, at local and national level, to help realise The Promise of the Independent Care Review. Change is happening. Be part of it. Together we can make things better for children, young people and their families and carers. Apply now.

## Job Description

### Brief Outline of Job:

You will be part of a cross-organisation approach to building our programme of learning and engagement opportunities utilising appropriate and accessible digital platforms, face-to-face, in-person communication, materials and other outputs, working with your colleagues in the Communications and Events team and Learning.

You will acquire, develop and use an understanding of the work of CELCIS, our strategy, and the issues we work to address, bringing this knowledge of the landscape into the development of appropriate engagement activities for CELCIS.

Working with subject specialists, you will help to create new opportunities to engage our range of stakeholders, ensuring that we can continue to share disseminate, share and discuss practice knowledge, research, policy developments and issues that matter to the lives of children, young people, their families, carers and anyone who has a role in responding to their needs.

You will develop and deliver high quality learning events and engagement opportunities using a variety of appropriate and accessible platforms and formats, evaluate these and use and share this collective experience and learning to develop the quality and range of engagement activities at CELCIS.

Using your experience, expertise and practical know-how you will enhance CELCIS's capability in learning and engagement, contributing to our institutional knowledge by helping colleagues to learn and grow in confidence in using new ways support them to use techniques and approaches to the best effect.

### Main Activities/Responsibilities:

1.	Working with our subject specialists, providing advice and support in the development and delivery of high quality learning and engagement opportunities and resources, using a variety of appropriate and accessible platforms and formats from face-to-face, in-person to digital.
2.	Build capacity and capability within CELCIS to use different digital and in-person events as a way to disseminate, share and discuss research, practice knowledge, and key issues facing practitioners, children and young people, families and carers.
3.	Undertake the logistical planning for the learning and engagement opportunities developed, including putting in place the technical components to create these and providing live support for their operation.
4.	Co-ordinate and facilitate any planning groups required to build learning and engagement opportunities, which may comprise of CELCIS staff and external stakeholders.
5.	Evaluate the engagement outputs delivered and make recommendation for future activity and improvements.
6.	Promote and support CELCIS vision and values.
7.	Lead by personal and professional example through the quality of your contribution and promotion of a culture of continuous improvement and learning.
8.	Ensure commitment to the integration of the experience and voice of children, young people, families and carers and into CELCIS learning and engagement work.
9.	Ensure compliance with CELCIS and University of Strathclyde processes and procedures, including GDPR.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A relevant HNC/HND level qualification, plus appropriate relevant work experience

### Experience

E2 A track record of delivering and facilitating live, online and in person learning events or courses

E3 Experience of working with a range of stakeholders to build strong working relationships

E4 A track record of using digital platforms to deliver professional learning and development

E5 A track record of training and supporting speakers and participants to develop, produce and engage with materials suitable for an online learning environment

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E6 Experience of project working

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**Job Related Skills and Achievements**

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E7 Knowledge and understanding of public engagement and/or knowledge exchange and transfer techniques

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E8 Knowledge of best practice in delivering online events

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E9 Understanding of and experience in using relevant software packages and platforms

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E10 Excellent interpersonal skills

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E11 Excellent verbal and written communication skills

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E12 Ability to work with or engage with a diverse range of people, including professionals, volunteers, carers and young people

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E13 A multitasker and self-starter who demonstrates a high-level of attention to detail

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**Personal Attributes**

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E14 High-level of personal responsibility and initiative, a self-starter, with the ability to multi-task

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E15 The motivation to work as part of an effective team

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E16 Ability to motivate others and work flexibly across CELCIS

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E17 Commitment to the values of CELCIS and the University of Strathclyde

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**Other Relevant Factors**

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E18 High level of confidence using all packages of Office 365 including PowerPoint

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E19 Knowledge of best practice in delivering online learning through webinars specifically

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D1 Knowledge and understanding of the children's sector

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D2 Knowledge and understanding of professional learning

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D3 Understanding and experience of marketing engagement activities

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## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Samantha Fiander, Communications and Engagement Lead ([samantha.fiander@strath.ac.uk](mailto:samantha.fiander@strath.ac.uk))

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Interviews

Formal interviews for this post will be held on 01/07/2021

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University – the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder, the contribution rate that currently applies is 9.6% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2021, the threshold is £59,883.65 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Information regarding USS can be found in the scheme booklet located on the website: [https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For\\_members/Guides/Your\\_guide\\_to\\_Universities\\_Superannuation\\_Scheme.pdf](https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For_members/Guides/Your_guide_to_Universities_Superannuation_Scheme.pdf). The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2021