

Dear Applicant

## **Head of Professional Practice for Child Contact Centres**

**£43,113 - £48,518 (pro-rata)**

**(21 hours per week)**

Thank you for your interest in the above post. Please find attached all the relevant information you will need to complete your application.

To apply, please send us:

- An up-to-date CV
- A supporting statement (max 2 pages) that outlines your interest in our organization and this role, and your fit against the criteria set out in the person specification and job description.
- Details of two people who could provide a reference for you. References would only be taken up with your prior agreement.
- Please also complete the equal opportunities monitoring form which is included in this application pack.

Please e-mail us at [diana.sinclair@relationships-scotland.org.uk](mailto:diana.sinclair@relationships-scotland.org.uk) or by post to:

Private and confidential

Diana Sinclair

Relationships Scotland

18 York Place

Edinburgh EH1 3EP

The closing date for completed applications is **Monday 19<sup>th</sup> May 2025** and interviews will be held in person in Edinburgh on **Friday 6<sup>th</sup> June 2025**.

We look forward to receiving your application.

Relationships Scotland

## Summary of Key Terms and Conditions

- Permanent contract, subject to funding
- 21 hours per week
- The job-holder must be eligible to work in the UK

## Benefits of Working at Relationships Scotland

We offer the following benefits to all employees:

- Annual leave of 30 days plus 7 public holidays per year (pro rated for part-time employees)
- Flexible working hours in line with the needs of the business
- A generous employer contribution to our nominated pension fund with the option for employees to contribute as well or to opt out of the scheme.
- Enhanced company schemes for
  - sick leave
  - maternity leave
  - parental leave

Communication and collaboration:

- Line Managers meet with individual employees after 3 months of employment, then annually
- We hold regular staff team briefings.
- There is an annual staff survey
- A staff forum meets 3 or 4 times each year
- There are two annual staff outings for all staff (summer and Christmas)

# Job Description: Head of Professional Practice for Child Contact Centres

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

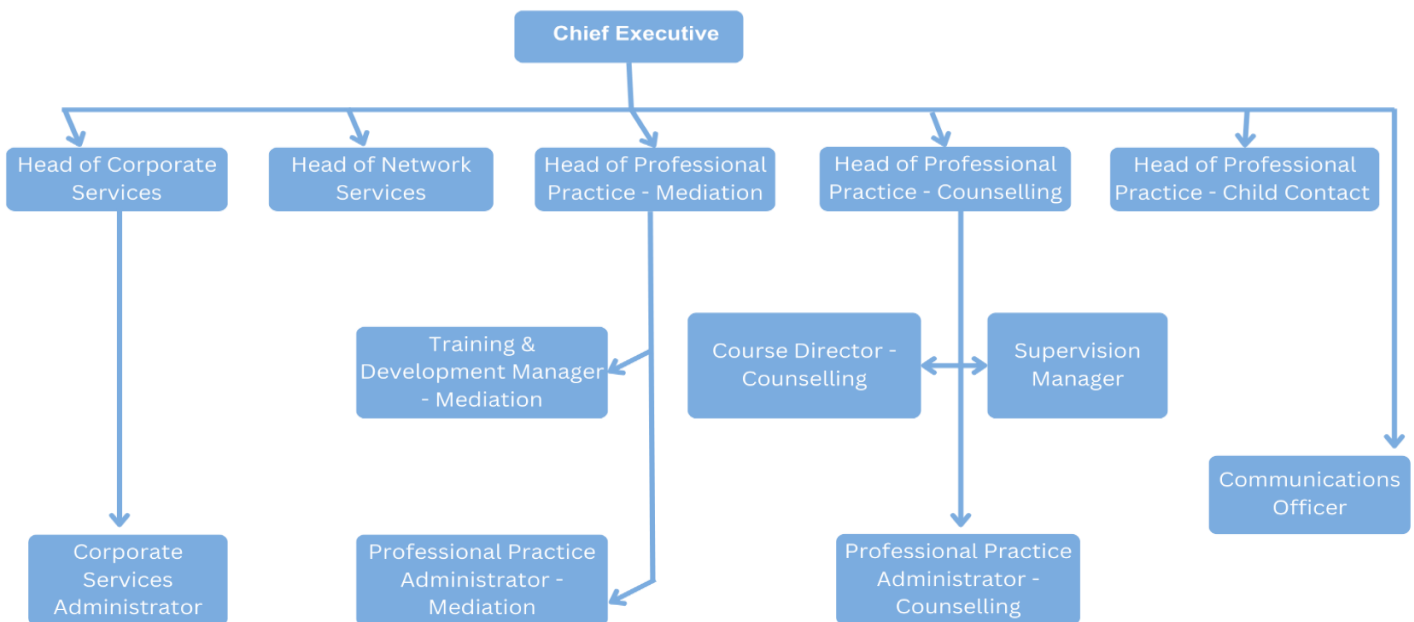
## 1. Job Details

- Job title: Head of Professional Practice for Child Contact Centres
- Reports to: Chief Executive

## 2. Overall Purpose of the job

- To provide support to Member Services for the ongoing development of Child Contact Centres across the Relationships Scotland network
- This role will focus on providing Child Contact Centre services with support that will enable them to build capacity in their service delivery, and to meet the standards for the Regulation of Child Contact Centres

## 3. Organisational Structure



## 4. Principal Accountabilities

- Providing Member Services with a contact point for advice, support and information on all areas related to running a Child Contact Centre as part of the Relationships Scotland network
- Take the lead role in liaising with the Scottish Government in the monitoring and reporting on Scottish Government funding for Child Contact Centres
- Take the lead role in liaising with the Care Inspectorate in relation to the regulation of child contact services, and providing support to Child Contact Centres in their preparation for regulation, including developing approaches to self-assessment, undertaking inspections and supporting improvement processes
- Leading the development of core training for child contact practitioners, including supporting funding applications, building partnership with Fife College and working towards accredited courses
- Ensure the delivery of professional practice support with appropriate codes of conduct, quality assurance and ethical frameworks
- Leading the work of the Child Contact Committee, which has oversight of all nationally agreed standards for Child Contact Centres operating within the Relationships Scotland network. This includes preparing the agenda, sending out papers, collecting and collating Member Service information from consultations and writing papers
- Leading the development of all professional practice standards and policies for Child Contact Centre practitioners
- Develop innovative approaches to practice delivery including supporting new initiatives
- Develop and maintain links with partner organisations, and Child Contact Centre providers in other jurisdictions
- Provide support to the Child Contact Managers Professional Development Group and meetings of the Family Support Workers Network
- As a member of the Corporate Management Team, provide leadership and direction for Relationships Scotland, including:
  - Development and delivery of our national strategy
  - Lead, manage and support staff
  - Contribute to budget management
  - Represent Relationships Scotland at external events

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

## Additional Context

- Every job description in the organization will be subject to a review either:
- On an annual basis at the time of the annual appraisal meetings, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or
- As a result of agreed performance appraisal needs and objectives, or
- Within six months of appointment

## Person specification – Head of Professional Practice for Child Contact Centres

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to Degree standard</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to post-graduate level</li> <li>• Recognised qualifications in working with children and families/communities, e.g. social work, community education</li> <li>• Record of relevant training and CPD activities</li> </ul>
<b>Specialist Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experienced senior children and families practitioner</li> <li>• Leadership and management experience</li> <li>• Policy and strategy development experience</li> <li>• Understanding of policy landscape relating to children and families</li> <li>• Understanding of child protection and safeguarding</li> <li>• Working knowledge of Microsoft Office systems</li> </ul>	<ul style="list-style-type: none"> <li>• Work experience within a similar organization</li> <li>• Experience of public speaking</li> <li>• Knowledge and experience of quality assurance and self-evaluation</li> <li>• Experience of developing and delivering training</li> <li>• Experience of engaging with media, including written press, radio and television</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communicator – both verbally and in writing</li> <li>• Excellent interpersonal skills and organizational skills</li> <li>• Commitment to personal and professional</li> </ul>	

	<p>development</p> <ul style="list-style-type: none"><li>• Flexible and proactive approach</li><li>• Able to prioritise and work effectively under pressure to meet agreed deadlines</li><li>• Sound ethical base including commitment to promoting equality, diversity, inclusion and rights</li><li>• Understanding the challenges children and families face, including the impact of trauma</li></ul>	
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