



Youth and Schools Officer

Application Pack

July 2020

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www.scotland-malawipartnership.org

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 E mail: info@scotland-malawipartnership.org

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)

BACKGROUND:

The Scotland Malawi Partnership (SMP) is an independent umbrella organisation which exists to inspire the people and organisations of Scotland to be involved with Malawi in an informed, coordinated and effective way for the benefit of both nations. We do this by providing a forum where ideas, activities and information can be shared on our website, through our online mapping tool and through regular workshops, training events and stakeholder meetings. By creating a single space for all the organisations and individuals in Scotland currently engaged with Malawi to come together, we help reduce duplication of effort, add value to Scotland's historic civil society relationship with Malawi, and contribute towards poverty alleviation in Malawi.

We have over 1,200 members, all of whom have their own Malawi work/connections; you can search our member database and online mapping tool at: www.scotland-malawipartnership.org/members/. Our membership includes all Scottish universities, 230 Scottish schools, half Scotland's local authorities, and hundreds of churches, charities, businesses and all manner of community groups.

A University of Edinburgh study estimated that the SMP membership contributed over £49 million in time, resources and money to their links with Malawi. This activity benefits well over 5 million Malawians and 260,000 Scots annually. In total, more than 208,000 Malawians and 109,000 Scots are actively involved in links between the two countries, making the SMP one of the UK's largest cross-community networks engaged in international development.

Separate research, working from a randomly selected sample of over 500 Scots, found that 45% of Scots could name a friend or family member with a connection to Malawi, and more than 75% of Scots were supportive of these links. There is no comparable north-south people-to-people bilateral relationship.

The Partnership continues to be buoyed by the growth in both quantity and quality of civil society connections between Scotland and Malawi. The difference these links make in terms of combating poverty in Malawi and inspiring greater awareness in Scotland has been recognised from the outset as something immensely worthwhile. Indeed, the hundreds of Scotland-Malawi connections represent an innovative new approach to international development. This is an approach based not on 'donors' and 'recipients' but on long-standing, mutually-beneficial community-to-community, family-to-family and people-to-people links, each on its own quite modest but, taken together, a formidable force for progressive change.

We are a grand coalition of civil society actors who believe in sustainable development through *dignified* partnership. We do not underestimate our ability to shape our future around the values and principles we, and our friends in Malawi, hold dear.

The Scotland Malawi Partnership is currently looking to recruit a Youth and Schools Officer to join our dynamic, enterprising and enthusiastic team.

I am deeply proud of the fact that the average age of engagement in this 160 year bilateral friendship continues to get younger and younger, thanks to the outstanding work of successive Youth and School Officers. Our youth and schools engagement programme is at the heart of the Scotland-Malawi story, and an integral part of contemporary Scottish internationalism.

This is a unique opportunity to join our team and help lead our work in this important area.

David Hope-Jones OBE
Chief Executive Officer

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HISTORY:

The friendship between Scots and Malawians began in 1859, with the warm welcome extended to David Livingstone and his companions when he entered what is now Malawi, for the first time. Over the next 160 years countless individuals, families and institutions have struck up friendships, which have often found expression in the creation of development projects.

When necessary, the Scotland-Malawi relationship has taken a directly political form. In the late 1880s a massive, popular campaign in Scotland persuaded the British Government to rethink its initial unwillingness to become involved in the area, leading to Britain, rather than Portugal, becoming the colonizing power.

In the 1950s, when the racist Federation of Rhodesia and Nyasaland was imposed on Malawi, Scots stood shoulder-to-shoulder with Malawians in resisting it, until finally the Federation was dismantled and Malawi became an independent country in 1964.

More recently, in the 1990s, Scots offered significant solidarity as Malawi threw off the shackles of its one-party system and became a multi-party democracy.

The challenge posed by the United Nations Millennium Development Goals was taken up in Scotland in the late 1990s by David Livingstone's *alma mater* Strathclyde University when, in partnership with Bell College (local to Livingstone's birthplace at Blantyre), they launched their Malawi Millennium Project.

This Millennium Project was the catalyst for a new round of networking among individuals and organisations in Scotland with strong ties to Malawi. Many sensed that significant value could be added by coming together under a single umbrella. The Scotland Malawi Partnership was officially launched in April 2004 with the support of the Lord Provosts of Edinburgh and Glasgow.

The following year, 2005, the G8 met at Gleneagles, with the Make Poverty History campaign drawing public attention to the issue of international development. At the same time the Scottish Government published Scotland's first international development strategy, with a particular focus on the relationship between Scotland and Malawi.

On the 3rd November 2005 the historic Co-operation Agreement between the governments of Scotland and Malawi was signed, and immediately afterwards the Scotland Malawi Partnership hosted a "Malawi After Gleneagles" conference at the Scottish Parliament. Our patrons, HRH the Princess Royal and His Excellency President Bingu wa Mutharika, and the First Minister, Rt Hon Jack McConnell MSP, looked forward to a new chapter in our strengthened friendship.

During 2005 the Partnership registered as a Scottish Charity (SC037048) and as a Company Limited by Guarantee (SC294378). At the same time, our sister network in Malawi, the Malawi Scotland Partnership (MaSP) was also legally constituted.

Three-year funding (2005-08) was awarded by the Scottish Executive in 2005 which allowed the Partnership to employ a full-time Coordinator and to rent office space within the Edinburgh City Chambers.

Since then, five further three-year grants have been secured from the Scottish Government to support the SMP's work. The SMP's 2020-23 Strategic Plan, funded by the Scottish Government in addition to the SMP's own unrestricted income, sets an ambitious vision for the coming years, as the Partnership looks to further develop and enhance the bilateral relationship.

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Enthusiastic staff members, under the leadership of David Hope-Jones since 2008, have enabled the Partnership to build up an extensive programme of activity: growing its membership; producing regular bulletins of information; creating a comprehensive website; organising sector-specific forums, stakeholder meetings and training events; responding to enquiries from members of the public and the media; running the Cross Party Group on Malawi in the Scottish Parliament and the Malawi All-Party Parliamentary Group in Westminster; organising a programme of academic exchange, relating to Malawian counterparts and hosting their visits to Scotland; and arranging high-profile events when required, both in Scotland and in Malawi.

The Partnership draws its strength from strong community roots, personal involvement and a deep history of mutual respect and common cause. This has fostered a new approach to international development, one rooted in people-to-people networks. Vital government support acts as seed funding, which is then multiplied many times over as individuals and organisations offer their expertise and resources to the common effort. The contribution of a primary school or church group is as important as that of any leading development charity, only the scale differs.

With growing confidence, the Partnership commends this model as one which represents effective aid as it mobilises the community at large to contribute to the realisation of the Sustainable Development Goals and Malawi's own Growth and Development Strategies.

Applicants can learn more about the work of the SMP through our [website](#) and our published [Annual Reports](#).

VISION, MISSION AND VALUES:

Vision:

The SMP exists to inspire the people and organisations of Scotland to be involved with Malawi in an informed, coordinated and effective way for the benefit of both nations.

The Scotland Malawi Partnership promotes a people-to-people model of development, rooted in the shared history between our two countries. It focuses on active relationships between people to foster a shared understanding of the development challenges facing Malawi and to support the development of practical, sustainable solutions. It is through this deeper understanding and shared human experience that the people of Scotland and Malawi will be able to effect real and lasting change, both through their own activity and by influencing the policies and actions of governments and institutions.

Mission:

We aim to foster links, consistent with our values, between the two nations, and encourage development of sustainable projects in Malawi by:

- informing and inspiring civil society in Scotland about the work of the Partnership, the unique shared history between Scotland and Malawi, and the development challenges facing Malawi, in order to increase public support for extending and enriching the relationship between the two nations
- seeking to employ an alternative model of international development, based on mutually beneficial civil society partnerships and links, and advocating its wider employment elsewhere
- acting as a forum for encouraging best practice amongst member organisations through the provision of training and the sharing of ideas, processes and information
- encouraging a reduction in the duplication of effort in Malawi by facilitating networking, promoting shared learning and raising awareness of existing initiatives
- developing support mechanisms which can lead to an exchange of people and/or advance cultural, political or economic understanding between Scotland and Malawi
- informing our members of activities, opportunities or items of significance arising in either Scotland or Malawi
- demonstrating the relevance of Scotland's civil society contribution to the attainment of the Government of Malawi's Growth and Development Strategy and the Sustainable Development Goals.

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Values:

Our Values describe our approach, and our Vision and Mission can only be achieved if staff, directors, member organisations and associate members hold these values:

- Mutual respect – we recognise that the historic bilateral civil society relationship between Scotland and Malawi is built on trust and mutual respect and we celebrate its inherent reciprocity
- Cooperation - We foster a spirit of cooperation, building partnerships and alliances in pursuit of our objectives, avoiding duplication and forging creative ways to work together
- Internationalism - We stand in the tradition of Scottish internationalism, resisting isolationism and xenophobia, believing that Scotland's strength lies in building strong relationships with nations elsewhere in the world
- Service - Paramount in all our work is provision of the highest possible quality of service to our members. We strive to meet their expressed needs by offering relevant information, advice, training and resources
- Continuous improvement – we continuously strive to improve the quality of our service, as perceived by our members, to encourage viable, ethical development activity between our members and their Malawian counterparts
- Sector understanding – we understand the sector(s) in which our members are operating, both in Scotland and Malawi, and respond positively to situations which can advance developmental aspects of the Partnership
- Development – staff, directors and members are committed to encouraging links between Scotland and Malawi, to reduce poverty, promote justice and relieve suffering in Malawi. To achieve that, we all have a role to play in managing our own development and in being supportive of others

JOB DESCRIPTION:

Youth and Schools Officer

The Scotland Malawi Partnership is looking to recruit a committed, energetic and engaging new Youth and Schools Officer to continue the Partnership's outstanding youth and schools programme. This is an essential and highly visible part of the Scotland-Malawi relationship and we require an individual who is able to think innovatively and strategically, with a high degree of professional autonomy, managing a number of different projects and maintaining key professional working relationships across the sector.

The SMP is at the centre of Scottish internationalism, representing the very best of civic-led international development, and the youth and schools programme is at the very heart of the SMP.

We are a small but highly effective staff team, working closely together and drawing on the energy, expertise and enthusiasm of hundreds of major organisations across Scotland.

This is an area in which one, passionate and effective individual can make a *huge* difference to the lives of thousands of young Scots and Malawians.

Responsible to: Deputy Chief Executive

Responsible for: *No staff line management at present. Periodic intern management.*

This is a fixed-term position, running to March 2023. As with all SMP staff positions, it is conditional on continued Scottish Government SMP core funding. We have indicative core funding for 2020-23 but this is finalised in annual contracts.

Overall purpose of role:

To develop, support and maintain the Scotland Malawi Partnership's engagement of young Scots and its support for Scotland-Malawi school links. The Youth and Schools Officer works with a range of partners in organisations and schools across Scotland to engage young people aged 14-24 in the historic relationship between Scotland and Malawi. With a particular lens of Global Citizenship Education and the context of Learning for Sustainability within the Scottish Government's Curriculum for Excellence, the role focusses on meaningfully including young people in the discussion of International Development within the relationship between Scotland and Malawi.

Core areas of responsibility:

Supporting direct youth engagement – c20%

- Helping develop and deliver a strategic programme of youth engagement;
- Designing and delivering the SMP's annual Youth Congress, bringing together 200-400 young people across Scotland;
- Promoting SMP Youth membership and leading with member services for Youth Members;
- ; Managing communications with youth members
- Co-ordinating and supporting the Youth Committee to co-design engagements with young people from across Scotland at every level of SMP delivery

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- Raising the profile of the SMP's work with young people;
- Representing the SMP at other youth events;
- Developing and maintaining key relationships in the sector with other youth organisations;
- Supporting youth participation with the SMP Board of Directors.

Supporting Schools (50%):

- Helping develop and deliver a strategic programme of school partnership support;
- Creating Malawi-specific, relevant and useful teaching resources and promotional materials to inspire existing school members and attract new members (primary and secondary);
- Providing practical support and advice for school links (one-stop information point), through email, phone and in-person visits, including offering logistical support and advice for reciprocal visits;
- Supporting the implementation of best practice in school linking through written and video case studies to be shared with members.
- Updating existing, and publishing new, support materials around Scotland-Malawi school linking;
- Supporting and facilitating a Malawi-led system to help broker new school links;
- Managing an innovative and interactive school linking web-page;
- Producing electronic newsletters and news digests to all Scottish schools with Malawi links;
- Hosting regional schools forums, Running CLPL (career-long professional learning) sessions for teachers and facilitating with partner organisations;
- Presenting in schools and at external events, about the SMP as a whole as well as information specific to youth and schools – conferences/assemblies/lessons etc;
- Running language and culture sessions in schools to prepare groups for their visits and encouraging them to think about the impact they make in Malawi and on their return;

General (30%):

- Coordinating the management of youth and schools member data with the Member Administration Officer.
- Working innovatively, to develop digital alternatives for SMP events and services, if and when required, due to the Covid-19 crisis;
- Managing a range of different concurrent youth and schools projects, often with their own budgets, reporting and collaborations, with support from the Deputy CEO and CEO;
- Assisting with the collection of monitoring and evaluation data;
- Supporting the Media and Communications Officer to produce relevant content for social media channels to connect with young people, teachers and students; to promote and engage them with the SMP's work and Scotland's links with Malawi;
- Supporting youth and schools participation in the SMP's AGM and other SMP events;
- Managing and developing close working relationships with key partners and encouraging key stakeholders to work together by hosting annual round-table meetings;
- Managing and developing a network of youth and education contacts in Malawi and Scotland and supporting cross-sector collaborations;
- Supervising and managing volunteers and interns where necessary;
- Working closely with our sister network in Malawi, the Malawi Scotland Partnership (MaSP);
- Contributing to the overall success of the SMP through active team working across the SMP's portfolio of work;
- Working with the Board of Directors to ensure the SMP continues to meet the highest standards in safeguarding and child protection;
- Attracting and managing additional funding to support SMP youth and schools engagements;
- Other duties as required by the SMP.

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Location:

As with all SMP staff, this role is primarily based in the Scotland Malawi Partnership offices which are located at City of Edinburgh Council, Room 3/1, City Chambers, High Street, Edinburgh, EH1 1YJ. It also requires occasional travel around Scotland to visit and support youth and school links.

Since March 2020, all SMP staff have been homeworking due to the Covid-19 crisis. We hope to be able to re-enter the City Chambers in autumn but we will be led by government advice and best practice.

All applicants must be willing and able to work from home at least initially and must be able to remain flexible incase further future homeworking is required.

Safeguarding:

The successful applicant will be required to be registered with the PVG (Protection of Vulnerable Groups) scheme, as this role involves working directly with children and young people.

Salary:

The 2020/21 gross salary is £26,069, for a 37.5 hour week.

Application Procedure:

- Application forms are available from:
www.scotland-malawipartnership.org/get-involved/vacancies-and-opportunities/
- Please complete the application form and email with a CV to stuartb@scotland-malawipartnership.org

The deadline for applications is 09.00, Thursday 27th August 2020. If shortlisted, you will be invited to attend an interview on Friday 4th September 2020, most likely by Zoom, please keep this date free.

For further information please email Stuart Brown, Deputy Chief Executive: stuartb@scotland-malawipartnership.org

PERSON SPECIFICATION:

It is essential that the Youth and Schools Officer is able to:

Work effectively with others:

- acting as part of a team;
- engaging a diverse spectrum of colleagues, partners and stakeholders;
- communicating and engaging effectively;
- displaying interpersonal awareness;
- showing respect for others.

Be committed to the work of the Partnership:

- taking responsibility for one's actions;
- being reliable and trustworthy;
- displaying effective self-management where necessary;
- having an outcome-focused approach, seeing projects through to completion;
- being punctual and meeting deadlines.

Work to the highest reasonable standards:

- taking pride in the Partnership's work;
- displaying professionalism while remaining personable;
- ensuring the reputation of the Partnership is maintained.

Embody the vision, mission and values of the Partnership:

- showing personal honesty and integrity;
- displaying mutual respect and understanding;
- Extolling the spirit of cooperation, building partnerships and alliances;
- Promoting internationalism.

Abilities / skills required	Essential	Desirable
Excellent skills and confidence in public speaking, including to young people	X	
Excellent written and oral communication skills	X	
Strong organisational skills, personal drive and an ability to manage oneself in a small team	X	
Proven experience managing projects and developing key relationships	X	
Skilled in the use of MS Office applications, particularly Word, Excel and PowerPoint	X	
Experience of using IT and web-based technology	X	
Ability to develop compelling digital engagements	X	
Ability to demonstrate initiative; be proactive and offer a solution-oriented approach	X	
Determined and personally committed to the highest standards of quality	X	
Excellent inter-personal and diplomatic skills. Professional <i>and</i> personable.	X	
Knowledge and experience of Malawian culture		X
Knowledge and experience of the Scottish education system, preferably from within a school setting		X
Experience of developing educational resources linked to the Scottish curriculum		X
Experience of facilitation and training with adults		X
Knowledge of, and a commitment to, Scotland's relationship with Malawi		X
Knowledge of, and experience with, safeguarding best practice		X
Experience of event management		X
Experience of working in partnership with other organisations		X
Experience of Global Citizenship Education and/or Learning for Sustainability		X

INDICATIVE TERMS AND CONDITIONS OF EMPLOYMENT:

1. **General Conditions of Employment**

The post-holder will report to, and be line managed by, the Deputy Chief Executive. The Partnership is a company limited by guarantee under the Companies Act 1985 (SC294378) and is a registered Scottish charity (SC037048). Its remit and conditions of operation are set out in its Memorandum and Articles of Association. The post-holder will be legally required to work within these conditions.

2. **Service / Working Time**

This is a full time appointment, at 37.5 hours a week. Core working hours are usually between 09.00 and 17.30 Monday to Friday; however, there is the potential for some degree of flexibility, by agreement, as to precise hours worked.

Some out of hours working will be required; for example, occasional evening or weekend events and meetings. Where out of hours or additional working is required equivalent Time Off in Lieu (TOIL) will be granted by agreement with the Line Manager.

Members of staff may not accept outside paid employment, including personal consultancies, without the permission of the Board.

3. **Duration:**

This is a fixed-term position, running to March 2023. However, as with all SMP staff positions, it is conditional on continued Scottish Government core funding. We will have indicative core funding for 2020-23 but this is finalized on an annual basis.

4. **Holiday Entitlement and Sick Leave**

Annual leave entitlement is 24 days per year (*pro rata*), to be taken by arrangement with the Line Manager. In addition to annual leave the post-holder will be entitled to all official City of Edinburgh Council public holidays. Statutory Sick Pay will apply.

5. **Pension Scheme**

The post-holder will be enrolled into the SMP defined contribution pension scheme held with the Pensions Trust. The scheme is based on a 5% contribution of pensionable salary by the employee, with a matching contribution by the employer.

6. **Probationary Period / Review Procedure**

The appointment is subject to a probationary period of one month, after which an appraisal will be carried out. The post-holder will take part in regular supervisions with the Line Manager.

7. **Notice and Termination**

The employment of a member of staff is terminable by two month's notice, in writing, on either side. The Partnership is not obliged to continue a fixed-term appointment beyond the employment period.

8. **Safeguarding:**

The successful applicant will be required to be PVG (Protection of Vulnerable Groups) CRBS checked, as this role involves working directly with young people.

9. **Home-working:**

It is envisaged that the post-holder will be required to work from home for at least the first 2 months of employment. Thereafter, we hope staff will be able to return to the SMP offices in the Edinburgh City Chambers. However, it is very likely that future homeworking may be required again, depending on Government advice, and we therefore require flexibility from all staff.

Final Terms and Conditions to be agreed at the point of job offer.

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