

# International Associate

Unit	Centre for Excellence for Looked After Children (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	I34449
Reports To	International Services Lead	Grade:	7
Salary Range:	£31,604 - £38,833	Contract Type:	Fixed Term (12 months)
FTE:	1 (35 hours/week)	Closing Date	Friday, 6 July 2018

## Job Advert

CELCIS is looking to recruit a confident and knowledgeable child rights/welfare professional, to help shape and deliver our international work: securing the global implementation of the UN Guidelines for Alternative Care, and realising children's rights through developments in policy, systems and practice.

In the role, you will build and maintain strong, productive relationships with international agencies, developing partnerships which enable the funding and delivery of CELCIS international projects. You will be educated to degree level (or have equivalent professional experience) and bring your experience of effective project management to oversee projects, ensuring our approach is informed by the best evidence, our activity completed to time and budget, and our impact assessed and learnt from. You will also use your knowledge of practice and international policy to inform research, knowledge exchange and policy-influencing activities, all aimed at improving the experiences and outcomes of children who are at risk of being placed in alternative care, or who are living in alternative care. Taking the evidence generated through our work, you will use your stakeholder, facilitation and communication skills to ensure that it is reflected in debate and development work internationally.

As part of the Development & Innovation Hub, you will be part of a team working to seek out and secure opportunities for impact, insight and income generation, in Scotland, the UK and across the world. You will work closely with the CELCIS International Lead and the wider international team, translating the CELCIS international strategy into action, and helping to cement CELCIS' international profile and credibility. For any individual looking for a career in international children's policy and/or protection, this is an exciting opportunity to join a growing team of experienced, knowledgeable and passionate professionals, working hard to improve the lives of children growing up in adversity.

## Job Description

### Brief Outline of Job:

This post holder will work as a member of the CELCIS's International team. The post holder will support all aspects of development, implementation, monitoring and evaluation of CELCIS' international activities, including efficient, timely, accurate and systematic planning, administration and coordination of projects.

This post will report to the CELCIS International Lead.

### Main Activities/Responsibilities:

- Following direction of CELCIS International Lead, develop and maintain constructive relationships with key international stakeholders (e.g. UN, EU agencies, NGOs, etc.) by such means as ensuring inclusion of CELCIS in major international working groups and conferences, direct contact with key personnel in international agencies and seeking out other global networking opportunities by maintaining constant review of global initiatives etc.

2.	Lead on the development and delivery of international projects, including drafting of proposals, identification of funders, submission of tenders, effective and efficient project management throughout, and oversight of evaluation and reporting incorporating any necessary analysis of research and other information to inform such strategic decision making and report writing etc.
3.	Contribute to research and other knowledge exchange activities. This will include preparing articles, briefings, reports, guidance, etc. with a specific focus on the specialism of child protection and alternative care in an international context.
4.	Promote CELCIS domestically and internationally, sharing the insights of research and other projects through presentations and stakeholder engagement in such forums as national and international conferences, inclusion in international working groups and international webinars.
5.	Work with CELCIS colleagues to ensure a constructive feedback loop is in place between domestic and international developments, each informing the other.
6.	With CELCIS colleagues, oversee the activities of contractors employed to work on projects, and ensure all legal and contractual obligations are met.
7.	Keep up to date with developments in child protection and child welfare, domestically and internationally.
8.	Undertake appropriate administrative and project management tasks, as required by CELCIS International Lead.

## 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 Degree in relevant subject (or equivalent professional experience)

D1 Postgraduate qualification in relevant subject

D2 Relevant professional qualification

### Experience

E2 Experience working in an international context on child protection and alternative care issues

E3 Detailed understanding of international policy and structures relating to child protection and alternative care (including the United Nations, EU Commission, Non-Governmental Organisations, etc.)

E4 Experience in developing and delivering international projects (related to child protection and/or alternative care), including monitoring and evaluation

E5 Demonstrable experience in securing project funding from international donors

E6 Experience of drafting proposals, reports, briefings and other communications

D3 Experience of working in a foreign country

### Job Related Skills and Achievements

E7 Strong relationship building and management skills, with established networks of contacts internationally

E8 Research skills (incl. project design, understanding of qualitative and quantitative methods, etc.)

E9 Excellent interpersonal and facilitation skills, with ability to work with range of stakeholders across different contexts (and in different countries)

E10 Strong communication skills, both spoken and written

D4 Language skills (e.g. bi-lingual or multi-lingual)

### Personal Attributes

E11 Enthusiasm to undertake frequent overseas travel

E12 Eager and willing to work as part of a team, but able to take own initiative to deliver organisational aims

E13 Resilient and ethical, able to handle information sensitively and securely

## Application Procedure

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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 submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

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

Informal enquiries about the post can be directed to Chrissie Gale, International Services Lead ([chrissie.gale@strath.ac.uk](mailto:chrissie.gale@strath.ac.uk)/01414448522).

### 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](#).

### Conditions of Employment

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

### 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](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Interviews

Formal interviews for this post will be held on Tuesday, 31 July 2018.

### 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.

