

International Associate

Unit	Centre for Excellence for Looked After Children (CELCIS) (http://www.celcis.org/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	90043
Reports To	International Services Lead	Grade:	7
Salary Range:	£31,604 - £38,833	Contract Type:	Fixed Term (12 months)
FTE:	I (35 hours/week)	Closing Date	25 October 2017

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 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

D1 Postgraduate qualification in relevant subject

D2 Relevant professional qualification

Experience

E2 Significant 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

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

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/01414448522).

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 Wednesday, 15 November 2017.

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.



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. 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.

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.

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, 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

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.

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. 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.

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). 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 retirement date.

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

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

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 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 2016