



Volunteer application pack

Education Advisory Group

Member

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Want to spend time doing something that has meaning, is challenging, inspiring, compassionate, and good fun? Then look no further...

SCIAF is the official relief and development agency of the Catholic Church in Scotland. We work in partnership with local and church organisations, supporting communities across the world to bring about lasting change.

Our Vision & Mission

A just world, free of poverty, where we flourish and live in harmony with each other and all creation. Compelled by Christ's love, we work with those in the world's poorest places to end poverty, protect our common home, and help people recover from disaster. We inspire loving action in the Scottish Catholic community to sustain our work.

SCIAF helps more than two million people each year climb out of poverty and recover from disaster, regardless of their religion, race, beliefs or background. We are part of the second largest humanitarian network in the world, Caritas Internationalis, which allows us to work in the most challenging places and respond quickly when emergencies strike.

Demonstrating love and compassion

By joining SCIAF, you'll embark on a meaningful and impactful journey, helping make a real and lasting difference to the lives of people living in some of the world's poorest places.

While we very much accept applications from people of all faiths and none, we are inspired by Catholic Social Teaching and represent the Catholic Church in Scotland as their official relief and development agency.

In everything we do, we aim to demonstrate our values of love and compassion – treating everyone with respect and dignity, standing in solidarity with our colleagues and those we serve, and believing in a better tomorrow.

Diversity, Equity & Inclusion

As an inclusive employer, we want our staff and volunteers to reflect the communities in which we live and work. We aim to cultivate a working environment where all staff and volunteers feel accepted and appreciated, and where bullying, harassment and discrimination are not tolerated.

We welcome applications from everyone, regardless of gender, age, ethnicity, religion, disability or sexual orientation and our recruitment process is open and fair. We particularly welcome applications from ethnic minority candidates.

Job title:	Education Advisory Group Member
Salary:	Voluntary; some expenses may be reimbursed
Location:	Scotland - Nationwide
Closing date:	Ongoing applications

Background to the role

To pursue SCIAF's education objectives effectively we will benefit from the support of an education advisory group that consists of a small number of skilled and expert practitioners.

The Education Advisory Group advises the Development Education team, and influences the wider Public Engagement team on how our development education approach underpins the fundraising, campaigning and communications strategy.

By getting involved you'll help us undertake our mission to educate people in Scotland about global issues through development education. This increases our capacity to provide a hand up to people in some of the world's poorest countries. We can't do it without you!

Role description

Overall purpose of role

To support SCIAF's mission to provide quality and engaging development education in Scotland, driven by Gospel values.

Support Coordinator

Development Education Officer

Time commitment

Membership of the group will be for a term of 2 years, with an option to continue beyond that at the request of the Chair.

At a minimum, you will be required to attend 2 meetings per year. This will be a hybrid meeting (face-to-face in the SCIAF Office in Glasgow, and online) to allow for higher engagement of members from around Scotland.

Tasks/Activities

As a member of the Education Advisory Group you are expected to support and advise the Development Education Team.

Activities can include:

- Advising on the creation and development of the Development Education strategy
- Acting as an advocate for SCIAF's development education approach
- Providing feedback on current education resources and offering professional expertise
- Advising on future education resources, identifying new opportunities and trends
- Ensuring SCIAF is kept informed of major developments in the education sector in Scotland
- Creating links between SCIAF and communities within the education sector for whom our work has particular relevance
- Providing guidance and professional advice within the area of expertise you represent within the group.

Safeguarding

As an agency of the Catholic Church in Scotland, SCIAF's Safeguarding Policies and Procedures are guided by In God's Image, version 2: Instruction on Safeguarding in the Catholic Church in Scotland 2021.

SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory PVG Check from Disclosure Scotland.

Code of Conduct

All staff are expected to adhere to a Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.

“Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it, and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern.”

Person Specification

We are specifically looking for members who represent the following areas of expertise:

- Catholic Education – Primary sector
- Catholic Education – Secondary sector
- Parish Education - Youth
- Parish Education – Lifelong Learning
- Global Learning (either, or: Development Education, Global Citizenship Education, Education for Sustainable Development, Learning for Sustainability)

Area	Essential	Desirable
Experience		
Experience of working in an education setting (formal or non-formal and with young people or adults)	✓	
Experience of writing or using development education resources with any audience		✓
Experience of parish ministry e.g. Children’s Liturgy, The Ministry of Catechist		✓
Knowledge		
Knowledge and understanding of international development issues		✓
Knowledge of current Scottish education system, including the Curriculum for Excellence and ‘This is our Faith’		✓
A sympathetic understanding of the life, culture and structures of	✓	

the Catholic Church and its Social Teaching.		
Skills and Abilities		
Excellent verbal communications skills, with confidence and ability to represent SCIAF externally	✓	
Attitude		
Empathy with SCIAF's ethos, aims and objectives and commitment to SCIAF's campaigning and education work	✓	
An enthusiastic, innovative and creative approach	✓	
Willingness to work during the day and during school term-time	✓	

Volunteering at SCIAF

What you can expect from us

- A thorough induction process
- Open communication with the SCIAF senior management team through the Advocacy, Community Engagement and Education Manager and the Director of Public Engagement.
- Feedback on how the group's input has influenced thinking within the Public Engagement Department and the wider organisation.
- A positive volunteering experience with adequate support.

Hours of work

Timings and commitment vary per role, to be agreed in advance of commencing the role.

Trial period

All volunteering opportunities are subject to a trial period of one month.

Insurance

All volunteers are covered by SCIAF's insurance policy.

Learning and development

SCIAF invests in improving the skills of its volunteers and staff, and actively encourages everyone to broaden their understanding and knowledge through relevant training.

Expenses

Travel to and from Education Advisory Group meetings either by car or public transport will be reimbursed.