



Development Officer (Income Maximisation in Schools)

Thank you for your interest in this role. In this pack please find:

- Information about CPAG and about the role
- Terms and Conditions of Employment
- Job description
- Person specification
- Application form

To apply, please return the application form, taking particular care to provide full details of how you meet the person specification.

Please send your application to recruitment@cpag.org.uk

Closing date for applications: 16 August 2026 end of day

Interviews will be held on: 25 August 2026 in person

If you require further information or need us to make any special arrangements to enable you to participate in the selection process, please contact recruitment@cpag.org.uk.

RECRUITMENT MONITORING

In the interests of monitoring our recruitment procedures we would be grateful if you complete our recruitment monitoring form.

The form should take no longer than 5 minutes to complete and will not form part of the selection process.



General Information

Development Officer (Income Maximisation in Schools)

About CPAG

Child Poverty Action Group works on behalf of the more than one in four children in the UK growing up in poverty. It doesn't have to be like this. We use our understanding of what causes poverty and the impact it has on children's lives to campaign for policies that will prevent and solve poverty – for good. We provide training, advice and information to make sure hard-up families get the financial support they need. We also carry out high profile legal work to establish and protect families' rights.

Our vision

Our vision is of a society free of child poverty, where all children can enjoy a childhood free of financial hardship and have a fair chance in life to reach their full potential.

Our mission

Our mission is to promote action to prevent and end poverty among children and families with children in the UK.

Our beliefs

CPAG policy positions have stood the test of time for six decades. We hold that child poverty is relative to the society families live in and is characterised by a lack of resources. It is neither necessary nor inevitable and is responsive to policy action. Policy solutions should focus on adequate incomes, prioritise prevention rather than relief, and means-testing should be avoided wherever possible. When governments adopt our solutions, child poverty falls.

Our values

- Ambitious – child poverty isn't inevitable, and we won't stop until no child grows up in financial hardship.
- Voice – our work is informed by the voices of children and families
- Evidence based – we advocate solutions to child poverty based on the evidence
- Leadership – we are the leading advocates for children and families in poverty in the UK
- Independent – we are not afraid to speak out

Our theory of change

- By promoting our values, we advance the public and political will for a society free of child poverty
- By developing evidence-based solutions, we encourage policymakers and practitioners to act to prevent and end child poverty
- By campaigning, we work towards social and political change that will keep families from poverty
- By developing and sharing our social security expertise, we help maximise families' resources and inform our evidence for change.

What We Do

Policy and campaigning

We seek to achieve positive outcomes through our high-profile campaigning work – using evidence to influence government and media. We publish research and information on the causes and effects of child poverty (including briefing materials on our website - cpag.org.uk) and seek radical and practical solutions. Our journal *Poverty*, published three times a year, carries articles and features to inform and stimulate debate on poverty, its causes and consequences, and the action required to tackle it.

Rights and Advice

We provide expert advice, training and information to welfare rights advisers, lawyers and others on all aspects of the social security systems. Our staff in London and Glasgow respond to around 7,300 queries a year from advisers. Our bi-monthly *Welfare Rights Bulletin* keeps them up-to-date on new legislation and developments. During the year we reached 12,300 beneficiaries through our training, conferences and seminars. Through carefully selected test cases, we challenge unjust legislation, unfair or discriminatory decisions.

Publishing and Resources

CPAG publishes the major handbooks used by thousands of advisers, community workers, lawyers and members of the public. The *Welfare Benefits Handbook* gives full coverage of all aspects of social security. We publish handbooks and resources on housing benefit, child support, fuel rights, debt advice, benefits for migrants, council tax, student support and personal finance. AskCPAG is our platform for advisers to access up-to-date information and tools to navigate the complexities of the social security system. For more information, visit cpag.org.uk/welfare-rights

There are currently two offices from which this work is undertaken, the main office being in London and CPAG in Scotland, located in Glasgow. There is a recognised union to which most permanent staff belong.

Background to the Post

This is an exciting opportunity for an excellent communicator with experience in collaboration and partnership working who is keen to make good quality income maximisation advice and support more easily available to families across Scotland.

Income maximisation advice in schools helps to boost family incomes and tackle child poverty, improving children's outcomes. Existing projects report significant financial gains and positive impact for families. However, provision is not standard across Scotland and in areas where projects do exist, there is variation in funding, scale, approaches and sustainability.

As Development Officer (Income Maximisation in Schools) you will play a lead role in looking at what action is needed at different levels to sustainably embed advice in schools across Scotland. You will engage in a range of ways with schools, advice services and other partners to develop a clear understanding of what works well, the impact of advice in schools on families and current barriers to wider implementation. You will be responsible for producing action focused findings and practical evidence based recommendations which will then be used by Scottish Government and local authorities to improve provision across Scotland. You will help to develop resources and professional learning which can increase school staff awareness of the benefits of income maximisation and their knowledge and confidence around payments for children and pathways to income maximisation support. You will be based within the Cost of the School Day team at CPAG in Scotland and will also work closely with Welfare Rights, Digital and Policy colleagues.



Terms and Conditions of Employment Development Officer (Income Maximisation In Schools)

Job title	Development Officer (Income Maximisation in Schools)
Contract:	6 month fixed-term contract. This post may be suitable for secondment with the agreement of current employer.
Location:	You will be based in Glasgow but you will be able to agree a pattern of regular remote working with your line manager.
Salary:	Band C Grade 95% (£42,605 – pro rata) plus 5.64% of salary pension employer contribution.
Hours:	35 hours per week. CPAG operates a 'core hours' and flexi/TOIL (Time Off In Lieu) policy. Flexible working arrangements will be considered (e.g. part time, compressed hours).
Annual leave:	30 days a year annual leave (plus additional 4 days during the Christmas/New Year period) – pro rata.
Other benefits:	Interest free travel loan, automatic enrolment into CPAG's nominated Group Personal Pension Scheme, income protection insurance and 'death in service' provision, and a range of leave entitlements for family and other reasons and other wellbeing benefits (details are on the attached sheet).

There is a three month probation period for this post.

CPAG's Commitment to Equal Opportunities

Everyone has the right to be treated with fairness, dignity and respect and to live free from discrimination. We recognise there is an organisational responsibility to tackle inequality and encourage diversity in respect of both the work we undertake and the people we employ and also that every employee of the organisation has personal responsibility to abide by and promote the policy.

CPAG recognises that discrimination can occur and will promote anti-discriminatory practices for people who may be discriminated against on grounds of race, colour, nationality, ethnic origin, religion, belief, gender, class, HIV & AIDS, age, disability, marital status, pregnancy, people who are gay, lesbian or transgender, people who have dependents or people who are using mental health services.

We are proud to be an organisation that is not afraid to point out injustice and inequality and have policies in place that recognise the importance of equality and diversity. However, we know as an organisation that there is always room for improvement. We acknowledge the problem with racial diversity within the charity sector and we are committed to taking action to change this. In trying to achieve social change, greater fairness and equality, we must also hold ourselves to account. We want to build a diverse group of talented people working towards our shared vision.

To this end we have set up an Equity, Diversity and Inclusion (EDI) group to advise on and help lead this work. Championed by our Board and leadership, we aim for EDI to be embedded throughout our organisation and strategy. We are committed to making change where it is needed and look forward to being part of a sector that prioritises diversity and equity.

We are prepared to invest resource, to where possible recruit for potential rather than seek perfection and recognise the need for a better understanding of racial and other biases in order to reflect the communities we work in. We continue to value the insights brought to the organisation through lived experience. CPAG needs to be a safe place to work, to challenge and feel safe to have uncomfortable conversations.

Additional Information on Terms and Conditions of Employment

Leave entitlements

- 30 days annual leave
- 4 additional days paid leave during the office Christmas closure
- 9 bank holidays
- 26 weeks paid maternity leave and 13 weeks of maternity leave at the current rate of SMP
- Shared Parental Leave
- 6 weeks paid leave for staff whose partner has or adopts a baby
- 6 weeks paid paternity leave including a maximum of 2 weeks statutory paternity pay
- 13 weeks unpaid parental leave for parents or guardians of children up to age 16 (18 weeks for parents or guardians of disabled children)
- 10 days paid leave for staff members who have to care for a dependent
- 5 days paid leave for urgent domestic reasons
- 5 days paid leave for staff who carry out public duties
- 10 days paid study leave subject to agreement by CPAG
- An unpaid career break of up to 6 months available to staff after 2 years' service
- Time off in lieu, flexible working options and flexitime to allow staff to work flexibly

Arrangements apply pro rata to part-time staff and basic annual leave dependant on start date and hours and runs from April to March.

Other benefits

- Access to Employee Assistance Programme and BUPA Healthy Minds counselling
- Occupational Health Service
- Group Personal Health Insurance
- Flu jab vouchers
- Eye sight tests and vouchers
- Season ticket loan
- Cycle to Work scheme
- Monthly staff socials and regular staff away days and Christmas lunch



Job Description

Development Officer (Income Maximisation in Schools)

Job Title: Development Officer (Income Maximisation in Schools)
Reports To: Cost of the School Day Project Manager
Team: CPAG in Scotland
Salary: Band C
Hours: 35 per week

Job Purpose:

As Development Officer (Income Maximisation in Schools), you will be working to make good quality income maximisation advice and support more easily available to families. You will engage with education, advice and other partners to develop recommendations on actions required to sustainably embed income maximisation advice in schools across Scotland. You will also help to produce resources which increase school staff knowledge and confidence around financial entitlements, the benefits of income maximisation and pathways to advice and support.

Tasks and Responsibilities:

1. To work with a project steering group of education, welfare rights and other partners, organising meetings that help to ensure their expertise informs all aspects of the project
2. To build relationships with income maximisation in schools projects, other advice services, local authorities and a range of schools
3. To undertake interviews, focus groups and engagement with schools, advice services and other partners to develop a clear understanding of what works well, the impact of advice on families, the current barriers and what more is needed to sustainably embed advice in schools, analysing information gathered for key messages
4. To develop, test and present a practical and accessible report of findings and a set of actionable evidence-based recommendations to inform the future development of income maximisation in school settings
5. To present findings and recommendations at meetings and events, including to Scottish government officials and in other relevant settings
6. To actively and effectively promote the work across the education and advice sectors, encouraging buy in and participation
7. To support our Digital Developer producing the 'Raising family incomes' eLearning course for school staff, ensuring that project learning informs content
8. To support our Welfare Rights Advisers to develop and deliver 'Financial help for families', a professional learning opportunity for school staff, ensuring that project learning informs content

9. To support our Cost of the School Day Information Officer to identify and secure good practice case studies on income maximisation in schools
10. To work closely with the Cost of the School Day team, ensuring that project learning can support and inform other aspects of the project
11. To organise and run meetings and any other engagement in support of project outcomes
12. To attend meetings with funders and other external stakeholders to update on project progress
13. To contribute to the wider work and welfare of CPAG and CPAG in Scotland by attending staff, team and other relevant meetings, liaising closely with team members and providing mutual support
14. To ensure compliance with all CPAG's policies and code of conduct, with specific attention to Equity, Diversity and Inclusion
15. To travel for in person meetings when necessary
16. To take on any other reasonable tasks which contribute to achievement of the job purpose and the aims of CPAG.

Person Specification – Development Officer (Income Maximisation in Schools)

Experience

Essential	Desirable
Experience of effective partnership working and collaboration	Experience of working in or with schools
Experience of information gathering and analysis	
Experience of producing written reports to a high standard and creating actionable evidence-based recommendations	
Experience of organising and running meetings	
Experience of working to tight deadlines and prioritising between competing tasks.	

Skills/Abilities/Knowledge

Essential	Desirable
Excellent written and verbal communication and interpersonal skills with ability to adapt these to influence and inform different audiences	Knowledge of the social security system and the role of welfare rights advice services
Ability to work collaboratively with external stakeholders and colleagues	
Research skills with the ability to gather relevant information, analyse data and present it in an engaging way	
Ability to enthuse and get buy in and participation from other professionals	
Strong organisational and administrative skills	

Personal Qualities

Essential	Desirable
Commitment to CPAG's aims and objectives	
Commitment to CPAG's diversity and equality policy	
Ability to spend occasional nights away from home on business	