

JOB DESCRIPTION

Head of Youth Work

Closing Date:	Friday 12 th October (4pm)
Interview Date:	Wednesday 24 th October, Glasgow
Contract Details:	Full-Time, 37hrs per week £38,000 per annum Based in Glasgow, Perth or Stirling (with regular travel across Scotland)

September 2018

Dear Applicant,

Head of Youth Work,

Thank you for your interest in working for LGBT Youth Scotland.

This role will play an important part in helping us work towards our vision that, *Scotland is the best place to grow up for lesbian, gay, bisexual, transgender and intersex young people.*

Our mission is to play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights.

We suggest that before you complete your application form that you visit our website at www.lgbtyouth.org.uk where you can view the many aspects of our work.

Our values are:

- ➔ To promote equality and human rights
- ➔ To take a community learning and development (CLD) approach
- ➔ To be reflective, accountable and ensure quality in what we do
- ➔ To be innovative and fun.

Our team is hard working, collaborative and enthusiastic about 'making a difference' in a respectful way to the lives of young people, their families and professionals around Scotland. We are very much committed to being a good employer and investing in our team.

LGBT Youth Scotland's activity is grouped into four themed internal areas of work: Youth Work; National Programmes; Resources and Development, and; Operations). This role will lead our Youth Work.

We look forward to receiving your application.

Fergus McMillan
Chief Executive

Background Information

Conditions

- ➔ **Job Title:** Head of Youth Work
- ➔ **Pay Grade:** £38,000 per annum
- ➔ **Location:** Glasgow, Perth or Stirling with regular travel across Scotland
- ➔ **Hours:** Full-time, 37hrs per week
- ➔ **Leave:** 37 days
- ➔ **Probation:** 6 months
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan

Who can apply?

If you think that you fit the job description and can deliver the remit, then we would like to hear from you. We encourage all sections of society to apply. We are committed to promoting human rights and the dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, age, race, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers.

As this post involves day to day management and supervision of staff that work with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland if successful at interview. We will process this for you. Employment will be confirmed after successful completion of this and any other necessary checks including references.

How to apply:

Visit www.lgbtyouth.org.uk/jobs/vacancies and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a diverse organisation then please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process.

Please e-mail helpdesk@lgbtyouth.org.uk if you need the application form in an alternative format including large print.

For more information or guidance on this position contact:

- ➔ helpdesk@lgbtyouth.org.uk
- ➔ Fergus McMillan, Chief Executive for an informal discussion about the role via the email above

Interviews will be held on: Wednesday 24th October in Glasgow

ROLE PROFILE

Role Title: Head of Youth Work	Team: Youth Work Location: Glasgow, Perth or Stirling based (with travel across Scotland)
Salary: £38,000 per annum	Agreed by: Chief Executive Date: September 2018
<p>Core Purpose of the Role:</p> <p>This is an important role at LGBT Youth Scotland, with focus on the quality of our youth work and the safeguarding of young people. The Head of Youth Work will be our lead child protection officer and be responsible for the 'Youth Work Changes Lives' and 'Virtual reality' outcomes of our new <i>Strategy for a Sustainable Future</i>. These outcomes include the delivery and further development of our youth work in local areas and using digital platforms.</p>	
<p>Principal Responsibilities:</p> <ul style="list-style-type: none"> • To oversee national youth work programmes • To ensure that work is planned and delivered in line with a culture of youth participation and service user involvement • To be the lead child protection officer for LGBT Youth Scotland and build the skills of the team to ensure the safety and wellbeing of young people, through effective coaching, policy and training • To effectively lead and manage our local Partnership Manager team, using the policies and procedures of the charity • To develop new partnerships at the local level across Scotland and support the maintenance of current partnerships by working closely with Partnership Managers • To lead the improvement of youth work at LGBT Youth Scotland through our Youth Work Manual, self-evaluation and feedback from young people. • To work closely with the Chief Executive and Leadership Team to build and strengthen the organisation in pursuit of LGBT Youth Scotland's vision and <i>Strategy for a Sustainable Future</i> • To work in partnership with organisations, colleagues and young people, recognising their expertise and knowledge • To ensure budgets operate within organisational monitoring and reporting arrangements • To carry out any other such duties as may be required, in agreement with your line manager 	
<p>Immediate Priorities:</p> <ul style="list-style-type: none"> • Review and revise Framework for Child Protection and Vulnerable Adults • Implement Youth Work Manual • Sustainability of services in Tayside, Forth Valley and Highland 	

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> Recognised and relevant professional qualification or demonstrable relevant other experience 	<ul style="list-style-type: none"> Degree in Community Education, Social Work or a similar discipline Registered with, or eligible to register with the Community Learning and Development (CLD) Standards Council for Scotland
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> Significant and demonstrable leadership and management experience Track record of fundraising in the voluntary sector or equivalent Ability to lead a team working with complex project management with a number of outcomes, stakeholders and funding authorities Understanding of quality improvement frameworks, self-evaluation and quality assurance Detailed understanding of equalities issues, including issues affecting LGBT young people Understanding of work in the third sector An applied understanding of the current context for community learning and development 	<ul style="list-style-type: none"> Experience in designing and delivering training programmes Ability to network effectively and speak in public High quality of written work in relation to published materials Experience and understanding of professional learning in the context of youth work

Critical Personal Attributes

Delivering results	<ul style="list-style-type: none"> Ability to focus managers and resources on the delivery of objectives and key outcomes Ability to think strategically about sustainability of the work of LGBT Youth Scotland
Personal effectiveness	<ul style="list-style-type: none"> Articulate and confident, with the ability to convince colleagues and other partners of the importance and value of well-evidenced programmes and projects that capture learning Ability and resilience to deal with high pressured workload and competing demands Excellent writing and presentation skills Ability to build effective relationships with external stakeholders, funding authorities and others
Young Person centred	<ul style="list-style-type: none"> Identified the needs and experiences of young people and provides programmes that best meet their needs Ability to work with colleagues to deliver excellent services and programmes
Working practices	<ul style="list-style-type: none"> Actively seeks out opportunities to continually improve performance Actively supports the Chief Executive and other colleagues on the Leadership Team in the achievement of LGBT Youth Scotland's objectives