## **Job Title:**  **B:activ Co-ordinator**

**Line Manager:** Youth Work Manager

**Salary Scale:** £19, 110 per annum

**Holiday Entitlement:** 8 weeks

**Hours of work:** 35 hours per week

**Purpose of Job**

Responsible for the development and delivery of the B:Activ project.

**Duties include:**

**B:activ Project:**

* Meeting with the Manager on a regular basis to discuss and agree all aspects regarding the development of the project.
* Ensuring that the project is run within the resources available.
* Network with relevant agencies to increase awareness of the project and Youth 1st.
* Establishing and maintaining contact with partner agencies to deliver the project.
* Create and implement a peer mentor scheme for young people.
* Start a young volunteer project, recruiting 10 young people per year, and supporting them with a tailored training programme.
* Support the young volunteers with Youth Achievement Awards.
* Mentor students on the PDA in Youth Work from the membership.
* Create a champions model for young people in areas such as: physical activity, mental health, First Aid Ready and Go Lead
* Train young people to deliver training courses to their peers and youth workers.
* Investigate the opportunities available for young people and youth workers/volunteers in Fife to encourage ongoing participation in sport and/or physical activity and co-ordinate and promote these opportunities.
* Ensure that promotional and information material for partner agencies, possible participants and the public is kept up-to-date and relevant.
* Develop a comprehensive evaluation process and implement any appropriate changes recommended by the evaluation process.
* Using youth work methods, work with and support the participants throughout the project.
* Promote DYA and YAA and support groups to implement them.
* Producing regular reports for the Manager and the Board and assist with the production of an end of project report.

**Miscellaneous:**

* Participating in relevant training courses as required.
* Complete reports and feedback statistical information to the Manager.
* Promoting the work of Youth 1st in a positive and exciting manner.
* Visit groups, provide information and training where required.
* Deliver sessions for Driving4Success as required.
* Deliver training as required.
* Other reasonable duties as identified by the Manager.

The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of Youth 1st.