

**JOB DESCRIPTION**

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| **Job Title** | Youth Work Coordinator - CAYAG |
| **Annual salary** | £14,040 |
| **Contract term** | Fixed term 1 year with potential to extend to 3 years |
| **Contracted Hours** | 20hrs/week (including evening and weekend work) |
| **Location** | The Y, Union Street, Coupar Angus |
| **Responsible To** | EPYA Coordinator (East Perthshire Youth Alliance) |

**ROLE PURPOSE**

As leader of CAYAG’s Youth Work Team the post-holder will be responsible for

* developing and delivering a comprehensive programme of activities for young people aged 9-25 years.
* leading youth activity sessions (including evenings and/or weekends) within CAYAG’s premises as well as in the wider community as required.
* overseeing and supervising all young people, staff and volunteers in attendance

in line with the organisations aims to:

* deliver youth services in Coupar Angus and its environs;
* provide facilities to improve social welfare, education, health and recreation;
* improve the quality of life of youngsters and all other residents;
* reach out to youngsters who do not join mainstream groups in Coupar Angus.

**KEY RESPONSIBILITIES AND OBJECTIVES:**

* In consultation with young people, develop and deliver a robust and comprehensive youth work programme utilising existing groups/services as well as establishing new activities internally and within the community.
* Line management of service delivery staff and volunteers
* Undertaking ‘outreach' youth work and ensuring presence in the High School weekly.
* Maintain high standards within the recordings systems (electronic and paper), quality assurance, analyse and present regular reports
* Contribute to and support the design, development and delivery of accredited volunteering awards programmes such as Dynamic Youth Awards. (full training will be provided for this)
* Work with the EPYA Coordinator and partner youth service organisations to support the development, promotion and operation of an area wide youth engagement programme.
* Promote young people's interests within the community and young people’s participation in all aspects of planning, monitoring and evaluating activity, including the development of youth forums
* Support the generation of positive media and promotion of the project work within the locality
* Ensure the effective completion of administrative duties, health and safety, and facilities management as appropriate
* Work in partnership with other agencies such as schools, voluntary sector partners, council departments, the police and other community groups/organisations
* Contribute to fundraising strategies
* Ensure that safeguarding policies and procedures are implemented and adhered to at all times
* Participate in training and personal developmental activities which are appropriate to the role.
* Maintain confidentiality and observe data protection and associated guidelines where appropriate
* Act as named person for child protection

**OTHER DUTIES:**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the position may vary from time to time depending on the requirements of the organisation.

The contents of this job description are not exhaustive and may be amended in accordance with the needs of CAYAG after discussion with the post holder whose agreement will not be unreasonably withheld.

**PERSON SPECIFICATION – Youth Work Coordinator**

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| **EDUCATION, QUALIFICATIONS OR EXPERIENCE** | **Essential** | **Desirable** |
| Experience of working with young people | ✓ |  |
| Experience of management/supervision of individuals and groups | ✓ |  |
| Experience of leading or supporting the delivery of accredited youth programmes |  | ✓ |
| General education to SCQF Level 8 or above |  | ✓ |
| Recognised relevant qualification eg, community education or youth work |  |  |
| **KNOWLEDGE, SKILLS & ABILITIES** |  |  |
| Knowledge of child protection, health & safety and confidentiality | ✓ |  |
| Strong interpersonal skills | ✓ |  |
| Effective communication skills | ✓ |  |
| Ability to build effective working relationships with young people | ✓ |  |
| Ability to work across sectors and build effective working relationships |  | ✓ |
| **PERSONAL ATTRIBUTES** |  |  |
| Must share CAYAG’s values of being non-judgmental and non-discriminatory |  |  |
| Adaptable, flexible and creative | ✓ |  |
| Resourceful with an understanding of budget management. | ✓ |  |
| Ability to work independently and as part of a team. | ✓ |  |
| Well organised, confident and self-motivated. | ✓ |  |
| Resilience to deal with emotional and behavioural difficulties | ✓ |  |
| Ability to work flexible hours including evenings and weekends | ✓ |  |