**Role and Person Specification**

**Scran Academy**

**Youth Development Coordinator (3 days per week)**

**About Scran:**

The heart of our mission is to support young people to succeed in the classroom, workplace and wider life through developing employability and life skills.

Scran Academy is a dynamic, agile and fast-growing catering business with a difference! We are a social enterprise that aims to improve the confidence and employability of Edinburgh’s most vulnerable young people. We train and empower young people to run a food business, by providing catering for corporate work, meetings, private events and special occasions!

Scran launched in August 2017, and since then we have grown, developed and raised our profile through committed partners, board members and volunteers. We are collaboration of industry and education working together to run a business that drives social outcomes.

**Role Purpose:**

This role is an exciting opportunity to lead on and shape how we work with and support our most critical stakeholders, young people. The core remit of this role is to oversea the support and participation of young people, our youth sessions and be the main link person to our schools.

**Main elements of role:**

* Be the main point of contact to our young people during and out with hours, building trusted supportive relationships
* Ensure the safe, empowering and full participation of young people in all Scran activity
* Design and deliver sessions and activities that develop the personal and social skills of young people
* With the wider team, help ensure a youth work approach to our enterprise and food activities
* Primary responsibility to the week to week contact with our High Schools, overseeing attendance, barriers and updates
* Set individual development plans with young people
* Be part of ensuring a robust child protection strategy
* Support young people to access other opportunities, namely education and employment

**Person Characteristics and Values:**

* A positive, outgoing and dynamic person who clearly demonstrates a passion to support young people
* Has creative vision and ideas to help young people from different backgrounds engage in activities
* Possess initiative, a can-do attitude and self-motivation - a true self- starter
* Is a great communicator and is confident with different types of people

**Key skills:**

* Ability to lead a team of young people and facilitate group sessions
* Able to work innovatively and enthusiastically with other team members
* Excellent communication skills with a range of stakeholders, namely young people, external school partners and other staff and volunteers
* Excellent creativity and ‘ideas’ skills
* Ability to work in a fast-paced environment
* Good organisational skills including time and resource management
* Inspire others to be their best & create methodologies that enables them
* Driving license desirable

**Qualifications:**

* Anything from the University of Life to Michelin Star!
* Certification related to community learning development, teaching, youth work, youth participation or support work
* Existing training in child protection, mental health, additional support needs and youth participation is helpful
* REHIS certification and PVG safeguarding scheme check will be required upon successful offering of role

**Career and experience to date:**

* Direct experience of working with young people and leading sessions
* Understanding of the importance of employability to young people facing some big challenges (and opportunities) in their lives
* Worked in dynamic, fast paced or start-up environments
* Experience of managing challenging behaviour
* Experience of managing youth work programmes, educational programmes or community work – including working with schools

**Key areas of knowledge:**

* Youth work and employability skills
* Child Protection
* Standard computer skills such as word, excel and emails
* Basic understanding of social enterprise and what makes us different
* How to work with and inspire young people
* Secondary education system in Scotland
* Willing to develop skills and undertake any relevant training.

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Check out @ScranAcademy on Twitter, Facebook and Instagram to see what we do or visit www.scranacademy.co.uk