

**Job Description & Person Specification**

**Post: Project Leader**

**Location: Hamilton, South Lanarkshire**

**Hours: 35 hours per week (including evenings and some weekends)**

**Salary: £25,658 - £29,271**

**Term: 1yr Fixed Term**

|  |
| --- |
| **GENERAL** |
| **Role** | **Team Leader**  |
| **Purpose** | To lead and support the work of multiple youth projects within the Regenfx portfolio including Hyper Cyber Youth Project in Blantyre, workshop facilitation at The Street and JNR Street when required. You will support a small staff team and volunteers, encouraging co-production with young people on new programmes of activity. You will facilitate youth management committees including all training requirements.  |
| **Reporting to** | Youth Development Co-ordinator |
| **Liaising with** | **All staff,** young people, partners, wider Regenfx staff team, volunteers, and external bodies |

|  |
| --- |
| **KEY AIMS AND RESPONSIBILITIES** |
| **Key Aims**  | * Further develop and co-ordinate Hyper Cyber Youth Project in Blantyre (a shop front premises).
* Support and facilitate existing and/or establish youth management committees to drive the youth projects forward.
* Identify the necessary resources required for new developments including new funding streams.
* Support development of new services through co-production
* Recruit, support and train youth and adult volunteers, Peer Educators and sessional staff.
* Identify partners and represent Regenfx at appropriate networks/ meetings/forums.
* Develop and deliver youth work training opportunities.
* Assist with workshop facilitation at the Street.
* Help our young people drive their projects forward.
 |
| **Key** **Responsibilities** | * Health & Safety and risk assessments for programmes.
* Key holder for Hyper Cyber.
* Working within budget.
* Co-ordinating and facilitate team meetings with sessional staff & volunteers
* Undertake all relevant monitoring and evaluation as required by the service and then submit regular progress report.
* Maintain participant records as required by the service.
 |
| **Additional Responsibilities** | * Develop and maintain effective working relationships with wider staff team at Regenfx and those working in external agencies.
* Participate in in-house team events and any identified training.
* Maintain professional and personal development to meet the changing demands of the role.
* Organise annual youth/community events
* Other tasks as required by the management to meet the needs of the youth projects.
 |

|  |
| --- |
| **JOB AND PERSON SPECIFICATION** |
| **Essential knowledge and experience**  | * Relevant youthwork qualifications or equivalents
* Proven track record of working effectively with young people from 8yrs to 21yrs.
* Experience of managing a small staff team and volunteers.
* Experience of using youth development methodologies.
* Initiating and maintaining good partnership working with external agencies to ensure the best opportunities for our participants.
* Experience of supporting and promoting peer education.
 |
| **Desirable skills, knowledge and experience** | * Degree or SVQ level 4/5 Youth Work qualifications
* Experience of working with families.
* Any additional specialisms i.e. alcohol & drugs work, bullying initiatives, domestic abuse and sexual health knowledge would be welcome.
* Experience of successfully attracting external funding.
 |
| Personal Qualities | * A genuine interest in working with vulnerable young people.
* Ability to communicate at all levels effectively.
* Good observational and analytical skills.
* Ability to motivate and enthuse the most disengaged young person.
* Personal commitment to making activities equally accessible and appropriate to the diverse needs of young people.
* Approachable and non-judgemental
* Ability to work under pressure.
* Ability to lead people.
* Ability to work autonomously and as part of a team.
* Ability to work flexibly and proactively.
* Sound IT skills including social media.
 |
| Training and Development  | * Willingness to undertake training and supervision, as required
 |