

“Our task is not to put the greatness back into humanity but to elicit it, for the greatness is there already.”

John Buchan



Job Title	Facilitator – Edinburgh
Job Base	Edinburgh with extensive travel around Scotland
Reports to	Head of Partnerships
Type of Contract	Full Time, Permanent

Overview of Columba 1400

Columba 1400 is a charity and social enterprise based in Scotland. The purpose of the organisation is to help young people discover their potential either by working directly with them or by working with the key adults in the lives. Utilising our inspirational custom built leadership centres in Staffin on the Isle of Skye and at Ardoch on the banks of Loch Lomond, our Leadership Academies have been described by our graduates as an “inward bound” experience offering them an opportunity to reflect on themselves and learn from others. For the over 9,000 young people and adults who have participated in our Leadership Academies since 2000, Columba 1400 has provided a turning point in their lives. Our values of **Awareness**, **Focus**, **Creativity**, **Integrity**, **Perseverance** and **Service** underpin all our Leadership Academies and provide a framework within which young people can embark on their own journey of personal transformation enabling them to discover their true potential in life, education, work and community.

Overall Purpose of Role

To assist with the delivery of Columba 1400’s Leadership Academies for Young People, and their Parents and Families, to help participants realise their true potential. To help ensure highest standards of delivery are maintained throughout our Leadership Academies and to help support the capture of information on all aspects of Columba 1400’s work.

Responsibilities

- Support the delivery of Columba 1400 Leadership Academies by helping facilitate sessions for Young People, Parents and Families throughout Scotland.
- Effective communication with Development Team ensuring all information on Partners is shared
- Helping prepare notes following consultations, sessions and meetings with participants and partners
- Helping gauge readiness of all involved to minimise risk on the Leadership Academies
- Communication with other members of Facilitation Team with all relevant information for each stage of the Leadership Academy
- Supporting evaluation and monitoring of the impact and outcomes for organisational learning, partners and funders
- Liaise and attend meetings with other Columba 1400 functional areas necessary to perform duties and to enhance business and organisational developments
- Adhere to all organisational policies and health and safety requirements
- Attend training and increase professional knowledge and skills necessary to the effective performance of the role, including continued development of programme facilitation and delivery



Person Specification

Awareness

- Experience of working with hard to reach groups preferred
- Knowledge of issues facing young people and their parents/families.
- Knowledge of social media and communications

Focus

- Non-judgemental – focus on the potential not the past
- Inspiring – lead by example
- Empowering – enable positive change

Creativity

- Ability to make decisions and problem solve
- Innovative in approaching different challenges

Integrity

- Ability to network and build relationships
- Effort - Self-motivated to innovate and show initiative
- Committed to professional development
- Approachable – open minded and value diversity
- IT literate and highly organised and attention to detail

Perseverance

- Passionate – absolutely committed to supporting young people and the key adults in their lives.
- Flexibility to work evenings and attend residential courses as required
- Challenge – enjoys engaging in difficult tasks and does not shy away from problems

Service

- Excellent interpersonal skills, able to communicate effectively both verbal and non-verbal to a wide variety of audiences
- Works well in a team and on own initiative
- Facilitation skills
- Excellent communication skills, in particular with young people and the key adults in their lives.
- Ambition for own development within the organisation

The organisation reserves the right to vary duties and responsibilities at any time and from time to time according to the needs of the organisation's business. October 2019

