

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



<b>Job Title</b>	Facilitator - Skye
<b>Job Base</b>	Staffin, Isle of Skye
<b>Reports to</b>	Head of Partnerships
<b>Type of Contact</b>	Full Time, Permanent (Secondment option will also be considered)

## 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 lead and support the delivery of Columba 1400’s Leadership Academies for Young People offering excellent facilitation throughout a participant’s residential element. This will support Columba 1400’s core purpose of enabling young people and the key adults in their lives to discover their true potential.

## Responsibilities

### Facilitation

- Facilitate sessions throughout the week, including outdoor sessions
- Facilitate experiences for participants outwith sessions to offer another arena to demonstrate their leadership
- Some weekend working and the occasional requirement to be ‘on-call’ when there is a group residing at the Centre
- Ensure safety and well-being of participants during the residential element of the Leadership Academy
- Ensuring observations about participants and groups are shared and uploaded to inform the evaluation and learning of the organisation
- Preparing and contributing to evaluation reports as required

### Planning and Organisation

- Check resources and inform staff responsible for the ordering
- Prepare Centre for groups arrival
- Prepare resources including photocopying material, preparing rooms and outdoor kit

### Professional Development

- Attend team meetings at Staffin and at other venues on the mainland when required
- Attend training, including first aid and child protection
- Drive minibuss and car when required to transport participants during the residential element of the Leadership Academy
- Continue to develop professionally through self assessment, review and reading/research of appropriate texts
- Attend training and increase professional knowledge and skills necessary for the effective performance of the role

## Communication

- Liaise with centre staff including administration, kitchen and housekeeping departments to ensure effective communication and cohesion
- Liaise with other facilitation team members regarding group prior to arrival in Skye including weekly call with the Partnership Facilitator managing the group as required.
- Adhere to all organisational policies and health and safety requirements

## Leadership

- Contribute to the review and evaluation of the residential element of the Leadership Academy
- Contribute to development and design of new offerings, projects and enhancements to Columba 1400
- Scope out and find professional learning opportunities to enhance own development
- Living the Columba 1400 values

## Person Specification

### Awareness

- Experience of working with hard to reach groups
- Knowledge of GIRFEC and Curriculum for Excellence
- Knowledge of issues facing young people
- Knowledge of partnership working

### 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 element of Leadership Academies 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*

