



Development Officer

JOB DESCRIPTION

The Boys' Brigade is an international Christian youth organisation, providing opportunities for children and young people (5 – 18 years old) to learn, grow and discover in a safe, fun and caring environment.

Our vision is that children and young people experience “life to the full” – John 10:10

380 Boys' Brigade Companies (groups) meet in communities across Scotland each week, supported by 3,500 dedicated volunteer leaders.

Purpose of this job: To support and develop existing Boys' Brigade Companies in Central Scotland and to establish new groups where possible.

Responsible to: The Director for Scotland.

Location: The role will be based at Scottish HQ, Carronvale House, Larbert.

Salary/Contract : c£23,000 - £25,000 starting salary (dependent on experience). There is an annual leave entitlement of 25 days leave plus statutory bank holidays. Initial contract of 2 years.

Key responsibilities:

- To support existing Boys' Brigade groups and assist them to recruit more leaders and members.
- Encourage and support the use of the Company Health Check and the relevant programme materials for all age groups within the Company.
- To help develop the quality of programmes and the experience offered to young people.
- To promote training / opportunities for volunteers.
- To promote and publicise the work of The Boys' Brigade in the area.
- Support Companies in delivery of Duke of Edinburgh Award.
- To represent the organisation within relevant groups/networks.
- To assist in the delivery of any national projects as directed.
- Other relevant related duties as required.

Person Specification

Essential

- A gifted communicator with excellent interpersonal skills that will be required to build strong relationships.
- Experience of working with volunteers in a supportive capacity.
- Experience of developing and maintaining a variety of partnerships.
- Experience and understanding of youth work.
- Knowledge of the work of The Boys' Brigade.
- Proficient in the use of IT and Microsoft software.
- Ability to plan and prioritise own workload but also have a flexible approach as part of a small staff team.
- Willingness to work flexibly – working evenings and weekends will be an important part of this role.
- Ability to multi-task, demonstrate initiative and work well under pressure.
- Positive and personable approach, with the ability to be an encouragement to others.
- Sympathetic to the vision and mission of The Boys' Brigade.

Desirable

- Experience of developing and delivering training .
- Experience and understanding of using Quality Assurance tools, particularly in a voluntary context.
- Event management experience.

Please Note:

Appointment will be subject to two references and the successful application to be a member of the PVG scheme.

The post holder should have a full driving license and access to a car; mileage will be paid at The Boys' Brigade's current employee rate.

October 2019