# **About Youth Scotland**

## Overview

Youth Scotland is a membership organisation, supporting over **1,400 youth groups** and delivering services that help over **66,000 young people** to learn, succeed and make positive contributions to their communities. We are the national charity for the support and delivery of community based youth work and our mission is to support young people to achieve their full potential. The Youth Scotland membership, led by over **8,000 youth workers and volunteers**, is diverse, ranging from small rural youth groups to large urban projects – the common goal that we all share is better outcomes for young people.

Through programmes such as Dynamic Youth, Youth Achievement Awards, and Hi5 Awards, young people gain accredited recognition of their achievements. **300 external groups** engage young people with these programmes in local authorities, schools, social work, sports groups and in prison.

## Youth Scotland’s Ambitions

Our vision is a Scotland where young people are confident, resilient, aspirational and ready to reach their potential. We believe young people have the right and need to be respected, valued and encouraged.

Our Ambitions are that there will be:

* More young people will reach their potential by becoming successful learners, confident individuals, effective contributors and responsible citizens in their youth groups and communities.
* Increased effectiveness of those who work with young people to deliver quality youth work programmes.
* Sustained, stronger and more resilient community based youth work achieved through our national network of member groups and area associations.
* Partnerships and services that are more innovative, dynamic, responsive and flexible.
* A sustainable organisation that is well placed to deliver on its strategy for young people

## Track Record

Youth Scotland has a track record of delivering grassroots services, particularly to volunteer led, volunteer run youth groups and to part-time workers employed by voluntary management committees.

As an organisation, we take pride in delivering our services and projects to a high standard.

## Staffing Structure

Youth Scotland has a staff team of 23 mostly based in our Edinburgh office.

## Organisation Structure

The Youth Scotland Board is made up of 9 elected trustees and 6 co-opted trustees. To ensure continuity, stability and to introduce new skills, trustees serve for three years with an option to serve an additional three year term.

## Current Funding and Budget

Youth Scotland's turnover for 2018/19 was £1.5m. The largest contributions to this income came from Scottish Government’s Children, Young People and Families Early Intervention Fund managed by Corra; CashBack for Communities from Scottish Government and Inspiring Scotland; Education Scotland and a number of other funders.

# **Terms and Conditions and Summary of Benefits**

## Status of the post

This is a **fixed term** contract and the summary of the terms can be found at the top of the Job Description.

## Summary of the benefits of working for Youth Scotland

Every five years, Youth Scotland’s salaries and terms and conditions are bench marked against other similar organisations in the field through a Market Comparability Exercise (MCE) to ensure that salaries and terms and conditions of employment on offer compare favourably with similar local employing organisations.

### Salaries

The salary range for the post that you have applied for is contained at the top of the job description.

Salaries are the sole responsibility of the Youth Scotland Board. Individual progress up the incremental salary scale is dependent upon the organisation's ability to pay, and also related to an employee's personal performance following an annual performance review. Those who perform well consistently may be expected to move to the top of their band in increments over a period of time.

The Board of Trustees will determine incremental awards as part of the salary planning work that is undertaken each year before 1 April, the expected date for increments to be awarded. To qualify for an increment, staff must have at least six months service in their current grade. When staff reach the maximum point of their grade no further annual increments are due.

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When settlement and/or approval by the Board is later than 1 April, payments are backdated to that date.

### Working Hours

## The standard working week for full-time staff is 35 hours. If you are applying for a part-time post, the hours of work are contained at the top of the job description for the post.

### Travel and Subsistence

Staff will be reimbursed approved expenses whenever necessary and reasonable whilst on authorised business in accordance with the current rates for subsistence. Current Mileage rates are: 45p for the first 10,000 miles, then 25p thereafter. An annual contribution of up to £75 for RAC/AA cover is made to all staff that are required to use their car while in the course of their duties.

### Pension

Staff will be automatically enrolled to join a stakeholder pension scheme provided by Royal London. Youth Scotland will match your personal contribution at a rate of up to a maximum of 7.5% of earnings.

### Holiday Entitlement

Youth Scotland has a generous public holiday entitlement of 42 days (30 Annual Leave and 12 Public Holidays). Public holidays are set in discussion with staff and these are currently 10 days at Christmas and two at Easter. Please see the top of the job description for the annual holiday entitlement for the post that you are applying for.

### Training and Development

As part of an annual review process staff are encouraged to talk over their training and development needs with their Line Manager. It is recognised that career development opportunities are necessarily limited because of the size of the organisation, and therefore it is not always possible to guarantee promotion into a different grade. However, Youth Scotland believes that staff should be encouraged to think positively about their development needs and every attempt will be made to take account of these. All staff are supported to identify an annual training and development plan.

A range of in-house training is organised throughout the year. At the Chief Executive’s discretion, all staff are entitled to an interest free loan to attend approved external training courses which may lead to improved career progression.

### Season Ticket and Bicycle Purchase Loans

Staff who have worked with Youth Scotland for one month are eligible for an interest free season ticket or bicycle purchase loan.

### Insurance Cover

All Youth Scotland staff are covered by Personal Accident and Death In Service Insurance (up to 4 times salary).

### Health

Subject to the satisfactory completion of the following periods of continuous service, Youth Scotland will provide an additional benefit over and above any entitlement to Statutory Sick Pay (SSP) where an employee is absent due to sickness. Except for certain individual cases where the employee’s Statement of Terms of Employment states otherwise, entitlement during any 12 month period is as follows:

**Length of Service:**

* Less than one year - full salary for four weeks
* One year and under two years **-** full salary for eight weeks
* Two years and under three years **-** full salary for twelve weeks
* Three years and under four years **-** full salary for sixteen weeks
* Four years and under five years **-** full salary for twenty weeks
* Five years and over **-** full salary for twenty-six weeks

In exceptional circumstances Youth Scotland's Board may, at its discretion, extend the period of full pay, or offer a period of unpaid leave.

### Probationary period

All staff joining Youth Scotland will work a six month probationary period.

# **Guidance notes on completing your application**

**It is important you complete the application as fully and as accurately as possible. Before you fill in this application, please read the guidance note below:**

### 1. Personal Details Form and Support Needs

Please complete this section fully. This page will be detached from your application form for short-listing purposes.

### 2. Application Form

Read all the information about the job (the covering letter, advertisement, job description and person specification), which is provided in the information pack. Fill in all parts of the application form. If some parts do not apply to you, write not applicable in the spaces provided. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have done any work experience, tell us about the skills and knowledge you have gained from that too.

### 3. Job Requirements

Every job that is advertised is based on a ‘person specification’ which outlines the skills, knowledge, abilities, experience, qualifications, that you will need for the job. We will assess your application against the person specification. **Please ensure that you inform us enough to** **demonstrate that you do have the necessary experience or skills.**

### 4. Your Career Experience

This is the most important part of the application form because you can tell us about your career experience, skills, knowledge, abilities, experience and personal circumstances. **You should list every point of the person specification (essential and desirable criteria), and next to each point give a specific example which shows that you have the required knowledge, skills and experience and how you have used it in previous roles.** You should describe **what** you can do and **how you have done it in your current or previous job(s)**.

Make sure the information you give us is clear, precise, easy to understand and easy to find. You may continue on additional sheets. But the **total** should be **no more than 4 sides of A4** **paper,** using 12 point font. Please **do not** send a CV. This will not be considered at the short listing stage.

### 5. Equal opportunities

Please consider completing the optional Equal Opportunities Monitoring Form, which is inside the application pack. This helps us assess whether our policies ensure equality of opportunity and fair participation for all. We remove the monitoring form on receipt of the application pack and process it separately. People who are involved with short-listing and interviews **do not** see the monitoring forms.

### 6. Contact with us

Please ensure that you send the application form electronically and on time. We will not consider any application that we receive after the

closing date / time. Please arrange to be available for the interview date. We are unlikely to be able to arrange an alternative.

If we want you to come for an interview, we will aim to contact you three days before the interview date.

### 7. References

**One referee must be your current or most recent employer**. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor or a person within the Human Resources department within the organisation/company. **We will not accept personal references**.

## Personal Details and Support Needs

**This form will be detached from your application for short-listing purposes**

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| --- | --- | --- |
| **Job Title:** | | **Ref No:** |
| **Surname:** | **First Name:** | |
| **Address:** | | |
| **Postcode:** | **Preferred Title:** | |
| **Daytime Tel:** | **Evening Tel:** | |
| **Email:** | **Date of Birth:** | |

References: Please give details of two independent referees, the first of which should be your current employer. Please indicate if we can contact your current employer prior to the interview. References will only be taken up if you are short-listed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and**  **Position held** | **Contact Address** | **Telephone number** | **Contact prior to interview?** |
|  | **Email:** |  | ***Yes/No*** |
|  | **Email:** |  | ***Yes/No*** |

**Eligibility to work in the UK:** It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK. We will not be able to employ you if you cannot produce any of the necessary documents.

* Do you have any restrictions on working in the UK? **Yes** **No**
* If yes, do you hold appropriate work visa/permits for the full term of this job?

**Yes** **No**

### Criminal Record – Self Declaration

Youth Scotland undertakes to treat all applicants fairly and not to discriminate unfairly on the basis of conviction or other information revealed. Therefore, although we ask you to indicate any criminal record you may have, and to provide other relevant information, this will not necessarily debar you from working for Youth Scotland. This will depend on the nature of the position, together with the circumstances and background of your offence(s) or any other disclosure. Youth Scotland will assess your skills and experience for the post against the criteria contained within the Person Specification, and from this assessment, applicants will be short-listed for interview.

### PVG Scheme

Appointment to posts that fall within the criteria of ‘regulated work’ are conditional upon satisfactory PVG Scheme membership. You will be notified if the post you are applying for is considered ‘regulated work’ and you will be asked to join the PVG Scheme, or have an Update carried out if you are already a member.

Have you ever been convicted of a criminal offence, charged with an offence that you think relevant to disclose, or are you at present, the subject of criminal charges?

**Yes No**

If yes, please send the following details to the Chief Executive in an envelope marked “Strictly Private and Confidential”:

* Date(s) of conviction(s)/charge(s)
* Outcome of conviction(s)/charge(s)
* The relevant details of the nature of the conviction(s)/charge(s).

The contents of this self-disclosure will be discussed with you in more detail at interview and will help us to assess your suitability for the post. Following your interview, this self-disclosure will be destroyed if you are unsuccessful.

|  |
| --- |
| I confirm that as far as I know, the information that I have given on this application form is, to the best of my knowledge and belief, true and correct. You can treat this as part of my contract of employment if I get the job. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified. I agree that this information will be held on manual and computerised files for relevant employment purposes.  Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. |
| **Signature: Date:** |

### Information for applicants registered with a disability

If you have particular requirements in respect of the interview or selection test, please provide us with details in the space below or provide details on an additional sheet.

# Application Form

|  |  |
| --- | --- |
| **Job Title:** | **Ref No:** |

## Section 1: Current Employment

|  |  |
| --- | --- |
| **Job Title:** | **Salary:** |
| **Your employer:**  **Address and postcode:** | |
| **The date you started**: | **The notice you have to give:** |
| **The reason for leaving:** | **The date you left:** |
| **Please give brief details of your responsibilities:** | |

## Section 2: Previous employment

**Please complete in reverse chronological order (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your employer’s**  **Name and address** | **Your job title and**  **main duties** | **From-to**  **(mm/yy)** | **Reason for**  **Leaving** |
|  |  |  |  |

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| --- |
| Are there any gaps in your employment history? **Yes** **No**  If yes, please give details |

## Section 3: Details of any relevant voluntary work

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## Section 4: Education and Training

**Secondary/Higher education**

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| --- | --- | --- |
| **Dates**  **(mm/yy)** | **School/FE College/**  **University** | **Exams you have passed/**  **Qualifications** |
|  |  |  |

**Vocational/Professional Training/CPD/Youth Awards**

|  |  |  |
| --- | --- | --- |
| **Dates**  **(mm/yy)** | **College/University/**  **Awarding Body** | **Exams you have passed, professional qualifications or Awards/Youth Awards you have gained, CPD you have undertaken** |
|  |  |  |

## Section 5: Meeting the criteria in the Person Specification

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| --- |
| Please explain why you are applying for this job. **Your response must be based on the person specification provided. Please provide specific examples to show how you meet each one of the essential and desirable criteria.** **Make sure that you tell us enough to** **demonstrate that you do have the necessary experience or skills.**If you need more space you should use a continuation sheet. |
|  |

## Section 6: Supporting Statement

|  |
| --- |
| **Please explain why you are applying for this job?** |
|  |

Completed applications should be emailed marked **Private and Confidential** to [office@youthscotland.org.uk](mailto:office@youthscotland.org.uk) by the closing date of **Monday 24 February 2020 at 12 noon**. If you are unable to attach a signature, please also bring a signed hard copy application form to interview if selected.

If unable to send electronically, please return this application **Marked “Private and Confidential - Recruitment” to Youth Scotland, Balfour House, 19 Bonnington Grove, Edinburgh EH6 4BL by the above date and time.**

# **Equal Opportunities Monitoring Form**

## (OPTIONAL)

Youth Scotland believes in equal opportunities. We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form. It will not form part of the selection process.

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| --- | --- |
| We would be grateful if you could tell us where you found out about this post |  |

|  |  |
| --- | --- |
| Gender – please tick as appropriate  Is your gender identity different to the gender you were assigned at birth?  Have you ever identified as transgender or trans person?  Any other information you would like to disclose: | Male Female Other  Prefer not to say  If ‘Other’, please specify here:  Yes No  Yes No |

|  |  |
| --- | --- |
| What age group do you belong to? Please tick as appropriate | 18-25  25-35  35-45  45-55  Over 55  Prefer not to say |

|  |  |
| --- | --- |
| How would you describe your sexuality? Please tick as appropriate | Asexual  Bi/bisexual  Gay  Lesbian  Hetrosexual/Straight  Pansexual  Queer  Questioning  Other Sexual Orientation  Prefer not to say  If ‘other’ please specify: |

|  |  |
| --- | --- |
| Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities. | |
| Based on this definition, do you consider yourself to be a disabled person? Please tick | Yes No |
| If yes please state your type of disability, for example; visual impairment, hearing impairment, mobility disability, learning disability, communication difficulties etc. |  |

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| --- | --- |
| How would you describe your ethnic origin? Please tick as appropriate | |
| **White** | English Welsh  Scottish Northern Irish  Any other EU country  Any other white background |
| **Asian** | Indian  Pakistani  Bangladeshi  Chinese  Any other asian background |
| **Black/African/Caribbean/Black British** | Carribean  African  Any other black background |
| **Other ethnic group** | Arabic  Any other ethnic group |

**This information is treated as confidential and not used in the selection process.**

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