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YOUNG ENTERPRISE SCOTLAND VOLUNTEER ASSISTANT RECRUITMENT PACK



A Member of JA Worldwide



Part of Young Enterprise

Scotland



WORK FOR US

At Young Enterprise Scotland we believe that no young person should be left behind and are committed to supporting young people to fulfil their amazing potential.

#EnterpriseForAll



Scotland

With a rich heritage spanning over 28 years, Young Enterprise Scotland has been working in partnership with schools to enhance and enrich curriculum learning with personal and employability skills.

Young Enterprise Scotland has been inspiring & equipping young people to learn, develop and reach their full potential through enterprise since 1992. Every year they support around 15,000 young people, from all backgrounds, develop their business knowledge, entrepreneurial skills & ultimately become more employable.

The dedicated & passionate team of staff are supported by over 600 volunteers from the business community to help them to realise their vision for Scotland to be a place where all young people should be given the opportunity to have a rewarding future in work and life - no matter where they start their journey.

Young Enterprise Scotland set high standards whilst being creative in approach. The delivery has widened and diversified across three key areas – School Programmes, Pathway Programmes and Bridge 2 Business. Whilst growing the offering they always ensure that all activities are fit to meet their Mission whilst adhering to a guiding principle to do this in “learning by doing” format.

Find out more about what we do on our website: www.yes.org.uk



Young Enterprise Scotland, Scotland's leading enterprise engagement organisation for young people, is recruiting a new member of staff to work as part of the Team.



YES is a great place to work, with a very committed and focused group of staff dedicated to helping the young people we work with"

YES Employee

Our Vision:

We believe Scotland is a place where all young people should be given the opportunity to have a rewarding future in work and life - no matter where they start their journey.

Our Mission:

To inspire & equip all young people to learn, develop and reach their full potential through enterprise.

We set high standards whilst being creative in our approach. Whilst continuing to grow our offering, we will ensure that all our activities are fit to meet our Mission 'whilst adhering to its guiding principle to do this through 'learning by doing.'

Our Values:

In everything that we do, we will work with the following values:

- Integrity
- Enthusiasm
- Creativity
- Collaboration

Recruitment Process:

Interested candidates should submit a current CV and Covering Letter (no longer than 1 side of A4) to **fraser.morrison@yes.org.uk** by the application deadline below, and an Equalities Monitoring Form by post to Michelle Lyden (details listed on the downloadable form). Candidates will be short-listed and invited to interview following the close of applications.

We are committed to ensuring that all applicants will be informed of the outcome of their application.

Recruitment Timeline:

- Deadline for applications: 5pm on Friday 16th October 2020
- Candidates short-listed and informed: Friday 23rd October
- Interviews: w/c 26th October 2020

Further Information:

To arrange an informal call, or if you require further information, please email Fraser.Morrison@yes.org.uk, or contact us directly on 0141 406 7722.

YES as an employer:

YES are a Living Wage Accredited employer with Gold Recognition in both Investor in People and Investor in Young People organisation, a winner of the Family Friendly Working Awards Best Social Enterprise Employer 2018, we are Disability Confident committed and an SCQF Inclusive Recruiter so this could be a great move for you.





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Scotland's leading
enterprise engagement
organisation for young
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member of staff to work as
part of the Team.



I find YE Scotland to be an
innovative and forward-thinking
organisation, open to constructive
input and staffed by very capable
practitioners at all levels."

YES Partner

Role Profile:

Position Title: Volunteer Assistant
Band: Assistant
Reports to: Company Programmes & Digital Delivery Manager
Direct Reports: N/A
Location: Rouken Glen, with Home Working
Rate: £17,000 - 20,400 (FTE) dependant on experience
Contract Type: Fixed Term (2 Years)
Position Type: Part Time
Hours: 21 hours per week

Core Purpose of the Role:

- To provide support to the Company Programmes & Digital Delivery Manager to ensure that all YES Volunteering administration is maintained
- To support in the development of a YES Alumni network.
- To support and assist training of Rouken Glen Volunteers

Job Description:

- Maintain PVG database
- Develop and maintain Volunteer role profiles
- Assist in matching volunteer opportunities with applicant volunteers
- Advertise volunteer opportunities in agreed locations
- Liaise with Local Area Teams to help meet local volunteer needs
- Attend volunteer networking events
- Any other duties requisite of the role

Key Internal Relationships:

- Company Programmes & Digital Delivery Manager
- Programme Executives
- Programme Volunteers

Key External Relationships:

- External Digital Suppliers
- External Partners
- Funders

Core Competencies - Skills:

- Competent IT skills/Microsoft Office suite
- Competent design software and web skills
- Excellent Communication skills
- High level organisation skills
- Approachable with excellent written and oral communication skills
- Confident and knowledgeable in volunteer recruitment

Core Competencies - Knowledge:

- Experience of working in a third sector organisation with volunteer capacity
- A passion for enterprise
- An understanding of the PVG system
- An ability to develop resources from scratch

Core Values:

- Integrity
- Enthusiasm
- Creativity
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WORK WITH US

COME AND WORK WITH US TO CHANGE THE LIVES OF MORE YOUNG PEOPLE ACROSS SCOTLAND

Young Enterprise Scotland is a national charity that supports young people to successfully earn and manage money.

We have the ambition, knowledge and vision to reach thousands of young people over the next two years, but we can't do it alone. As an independent charity, we rely on our passionate and dedicated group of staff working in partnership with schools, local volunteers and our supporters.

Join us in our mission to increase social mobility and give the next generation the enterprising mindset, skills and confidence to start their working life with the attitude and ambition to succeed.

To find out more about our programmes visit
www.yes.org.uk

Young Enterprise Scotland

Rouken Glen Park,
Rouken Glen Road,
Glasgow G46 7UG

Email: admin@yes.org.uk

Tel: 0141 406 7722

Registered Charity number: SCO018180



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