

# JOB DESCRIPTION

## Digital Youth Work Manager

<b>Closing Date:</b>	25th January 2021 (4pm)
<b>Interview date:</b>	TBC
<b>Contract Details:</b>	Part time, 30 hours per week £28,409 - £30,944 per annum (pro rata) Glasgow or Edinburgh based with operational responsibility for National service delivery digitally

November 2020

Dear Applicant,

**Digital Youth Work Manager,**

Thank you for your interest in working for LGBT Youth Scotland. This role will play an important part in helping us work towards our vision that 'Scotland is the best place to grow up for lesbian, gay, bisexual, transgender and intersex young people.'

Our mission is to play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights. We suggest that before you complete your application form that you visit our website at [www.lgbtyouth.org.uk](http://www.lgbtyouth.org.uk) where you can view the many aspects of our work.

Our values are:

- To promote equality and human rights
- To take a community learning and development (CLD) approach
- To be reflective, accountable and ensure quality in what we do
- To be innovative and fun.

Our team is hard working, collaborative and enthusiastic about 'making a difference' in a respectful way to the lives of young people, their families and professionals around Scotland. We are very much committed to being a good employer and investing in our team.

LGBT Youth Scotland's activity is grouped into four themed internal areas of work (Youth Work, National Programmes, Resources and Development and Operations). This role will support our Digital Youth Work across Scotland.

We look forward to receiving your application.

**Nicola Booth**

**Head of Youth Work**

## Background Information

### Conditions

- **Job Title:** Digital Youth Work Manager
- **Pay:** £28,409 - £30,944 per annum (pro rata)
- **Location:** Based in Glasgow or Edinburgh, with occasional national travel
- **Hours:** Part-time, 30 hours per week
- **Leave:** 35 days per annum, inclusive of 10 days over Christmas and New Year (pro rata)
- **Probation:** 6 months
- **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan

### Who can apply?

The Digital Youth Work Manager is a new post, building upon an existing team dedicated to providing and developing innovative Digital Youth Work on our Pride and Pixels platform and our learning hub. This is an exciting opportunity to help shape the services and team, taking responsibility for the effective management and sustainability of our digital youth work provision through our community and learning hub.

We are looking for a skilled individual who can help us develop our online service provision, ensuring that we are building a safe space for young people from all across Scotland which will continue beyond Covid-19 for those who are unable to access our face to face services. This may be an experienced Youth Work Manager with digital expertise or a Digital Youth Worker with managerial experience. If you are unsure whether your skills and experience fit the specification, please contact [Nicola.booth@lgbtyouth.org.uk](mailto:Nicola.booth@lgbtyouth.org.uk) for an informal conversation prior to applying.

If you meet the criteria listed within the job description and have relevant experience to deliver the remit, then we would like to hear from you. We encourage all sections of society to apply. We are committed to promoting human rights and the dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, age, race, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers.

As this post involves direct work with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland if successful at interview. We will process this for you.

Employment will be confirmed after successful completion of this and any other necessary checks including references.

**How to apply:**

Visit [www.lgbtyouth.org.uk/jobs/vacancies](http://www.lgbtyouth.org.uk/jobs/vacancies) and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a diverse organisation then please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process.

Please e-mail [helpdesk@lgbtyouth.org.uk](mailto:helpdesk@lgbtyouth.org.uk) if you need the application form in an alternative format including large print.

**For more information or guidance on this position contact:** [nicola.booth@lgbtyouth.org.uk](mailto:nicola.booth@lgbtyouth.org.uk)



## ROLE PROFILE

<b>Role Title:</b> Digital Youth Work Manager	<b>Team:</b> Youth Work <b>Location:</b> Based in Glasgow or Edinburgh with travel between both	
<b>Pay:</b> £28,409 - £30,944 per annum pro rata <b>Hours:</b> Part Time, 30hrs per week	<b>Reports to:</b> Nicola Booth Head of Youth Work	<b>Agreed by:</b> Nicola Booth <b>Date:</b> November 2020

### Core Purpose of the Role:

- To take responsibility for the effective management and sustainability of digital youth work in line with LGBT Youth Scotland's organisational strategy.
- To manage the development and delivery of digital youth work across Scotland, including building and sustaining relationships with key partners across sectors.
- To develop our digital community platform and learning hub to complement and enhance our current service provision for LGBTI young people.
- Responsibility for safeguarding of young people across digital services.

### Principal Responsibilities:

- Responsible for overseeing and managing the delivery of digital youth work, ensuring that outcomes for young people are met
- Full line management responsibility for services and staff, including learning and development of the staff and volunteer team.
- Management of partnerships across all sectors within the defined area of work, working closely with the Head of Partnerships to build new, impactful relationships.
- To ensure the sustainability of digital services through the identification and pursuit of funding, with support from the Head of Youth Work.
- Will ensure implementation of LGBTYS policy and procedures, quality assurance and self-evaluation within services.
- Will ensure all budgets operate within monitoring and reporting arrangements.
- To work with the Head of Youth Work as directed in the development and sustainability of services and the wider organisation.
- The training and support of a portfolio of relevant clients as part of the delivery of the LGBT Charter programme.
- Any other key pieces of work which might be deemed appropriate.

### Responsible Standards:

- To ensure that our work is of the highest possible quality and that it impacts positively on LGBTI young people.
- To demonstrate exemplary leadership internally and be recognised as good ambassador externally.
- To work in line with the principles, values and standards in community learning and development.
- To understand and abide by the policies of the organisation including Health and Safety, Equal Opportunities, Confidentiality, and Protection of Children and other vulnerable individuals
- To carry out such other duties as agreed with the organisation



## CANDIDATE SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent experience in a relevant area</li> </ul>	<ul style="list-style-type: none"> <li>Degree in Community Education, Social Work, Teaching or a similar discipline</li> </ul>
<b>Experience, Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>Experience of providing line management and an understanding of good approaches to leadership</li> <li>Project management skills, including the ability to work in complex settings with a number of outcomes, stakeholders and funders.</li> <li>Experience of digital service delivery</li> <li>Experience of working with young people or equivalent experience with vulnerable groups</li> <li>An understanding of community learning and development within the youth work sector</li> <li>Knowledge of equalities issues and the issues affecting LGBTI young people</li> <li>Experience of delivering training</li> </ul>	<ul style="list-style-type: none"> <li>Experience of project development and attracting funding in the voluntary/third sector or similar</li> <li>Experience of digital service development</li> <li>Experience of quality improvement</li> <li>Experience of self-evaluation</li> <li>Knowledge of approaches to community learning and development</li> <li>Experience in designing learning/training programmes</li> </ul>



Critical Personal Attributes	
<b>Delivering results</b>	<ul style="list-style-type: none"> <li>• Ability to focus staff and resources on the delivery of objectives and key outcomes</li> <li>• Ability to think strategically in relation to the sustainability of work in the voluntary/third sector</li> <li>• Creativity in managing a team of paid staff and volunteers</li> </ul>
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>• Articulate and confident in working with a variety of stakeholders and a wide range of professionals</li> <li>• Excellent writing and presentation skills</li> <li>• Excellent communication skills</li> <li>• Flexibility in approach and delivery of work</li> </ul>
<b>Person centred</b>	<ul style="list-style-type: none"> <li>• Confident dealing with young people and communities, and comfortable working with difficult situations</li> <li>• Ability to prioritise issues relating to child protection and the protection of vulnerable adults</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Shows leadership in their approach to work and management, in theory and in practice</li> <li>• Proactive in working towards service development and continuous performance improvement</li> <li>• A team worker who is able to express leadership outside their own area of responsibility</li> <li>• Confident to lead, mentor and induct new team members</li> </ul>