



Job Title:	Youth Worker
Organisation:	The Larder West Lothian
Reports to:	Senior Training Coordinator
Salary:	£26,135 to £27,643 per annum
Contract Type:	Temporary – 2-year post with potential for extension depending on funding (secondments will be considered)
Location:	West Lothian (may require travel outside West Lothian to central belt of Scotland)

Summary and main purpose of role:

The Larder supports young people and adults, with multiple and complex barriers, to move closer to or into work and other positive destinations. We deliver training and employability programmes in our bespoke training academy, in schools and in community settings across West Lothian with plans to expand to other geographical areas.

We are now recruiting an experienced and dynamic Youth Worker to join our expanding team. The post is initially funded for two years and will deliver our new Realising Potential programme as well as providing support to current training programmes. Please see document below providing a summary of our new and exciting programme.

Realising Potential will be a new co-produced programme to provide longer-term, holistic support for disadvantaged young people, aged 16 to 24, in West Lothian with the most severe, multiple and complex barriers to attainment, supporting them to engage with education, employment and training.

The Youth worker will be the lead in the project and will be responsible for the planning and delivery of the programme, recruitment, fostering positive partnerships with participants, colleagues and a range of organisations to offer a whole support and learning package. The role will include supporting improved mental health & wellbeing, youth issues, and attainment, helping young people to develop personally, socially, and educationally.

The post holder will work with young people on a one-to-one basis and in a group work setting and include face to face and online delivery, responding to the needs of each participant to enable them to reach their full potential based on equality and respect for each other.

We are looking for someone who is experienced in youth work and project management. Delivery of engaging youth work and evaluation skills are all essential. This will involve fostering positive

relationships with young people, colleagues in the training team and strong partnerships with a range of organisations offering alternative progression options. In particular, you will work closely with The Larder's Employer Engagement Officer, Progressions Co-ordinator and Training Co-ordinator. The result of these services will allow young people to maintain personal choice in the development of skills and qualities leading to positive progressions in their life and work.

As a member of The Larder Team you will be reliable, enthusiastic and capable of positive interaction with all stakeholders and colleagues and remain consistent with our company ethos and focus. You will have excellent communication skills, and able to engage with our trainees in an understanding and professional manner.

Experience for the role is required and a willingness to participate in further development is essential.

The post is for 37.5 hours per week but you must be flexible and able to work additional hours when reasonably required. You must also be flexible in your delivery location with weekend and evening work required when necessary.

The post is rewarding and you will be part of a wider team that includes training and support staff based in various locations.

Travel outside the immediate Local Authority area may be required.

Key responsibilities:

- Project manage the Realising Potential programme, including planning and delivery, promotion of the programme, recruitment of young people, partnership working and evaluation.
- Assess the needs of young people to correctly plan and deliver solutions related to areas such as health, fitness, relationships, social and personal development.
- Encourage young people to gain new skills and confidence, to make positive, informed lifestyle choices that will enable them to move closer to or into a positive destination.
- Develop a relationship with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society
- Promote participation in activities and projects encouraging accreditation wherever possible to make the process of engagement as important as reaching the goals.
- Target and prioritise social and educational intervention to those young people who are at most risk of social, educational and economic exclusion.
- To design and deliver one-to-one and group work sessions.
- Work with colleagues to deliver qualifications and employability support
- Organise work experience in partnership with the Progressions Co-ordinator and the Employer Engagement Officer.
- Provide support of the Youth Engagement Strategy of The Larder
- Develop and maintain partnerships with public, private and third sector organisations to ensure that our young people have every opportunity to develop the personal, social and educational ability.
- Responsible for soft skills analysis, overcoming barriers and assisting young people to draw up action plans, using a variety of tools and methods that assist in identifying their holistic needs.

- Shared responsibility for inputting and maintaining monitoring and evaluation information by capturing feedback from young people and stakeholders and recording through reports
- Jointly responsible for meeting team targets in relation to recruitment, retention and outcomes
- Shared responsibility for health and safety, ensuring that risk assessments are carried out in all venues in which The Larder activity takes place and that health and safety procedures and policies are adhered to particularly in line with Covid guidelines

Managing Self

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with the Senior Training Coordinator to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Work closely with colleagues to ensure full use of available skill sets
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.

Undertake other duties that may be required to ensure effective and efficient operation of the centre.

This role will involve engaging with young people who will volunteer to access the support they need in their social and personal development and you will take part in training, supervising, working with and/or being in sole charge of children and young people. The successful applicant will therefore be required to be a member of the PVG scheme.

Standard Responsibilities for all positions in The Larder

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Ensure that The Larder values are lived out by staff and young people
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all Larder policies and procedures
- The Larder is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment

Person Specification

Requirements	Essential	Desirable
Qualifications		
Degree in youth and community work or equivalent		✓
Knowledge and Experience		
A minimum of 2 years' experience of working in a youth work setting that included planning and delivery of programmes targeted towards young people's social and personal development in informal one to one and group work settings	✓	
Experience of individual needs assessment, monitoring and evaluation of individual change and programme success	✓	
Understanding how to establish boundaries, challenging behaviour and de-escalate conflict	✓	
Experience of project management		✓
Knowledge of Adverse Childhood Experiences and Restorative Approaches of working with young people		✓
The importance of safeguarding in providing a safe environment for young people	✓	
Experience of developing effective partnerships and networks at a local and national level to provide the most holistic support to young people	✓	
Skills		
Good communication skills, both written and verbal	✓	
Ability to listen to and engage with young people in a positive, supportive and challenging way	✓	
Skills and knowledge of inclusive youth engagement techniques and strategies	✓	
Ability to work as part of a team to an agreed action plan	✓	
Ability to handle sensitive issues with tact & diplomacy	✓	
Strong IT skills	✓	
Ability to develop and hold professional and positive boundaries with young people	✓	

Personal Attributes		
Self – motivated with a ‘Can do’ attitude	✓	
Clean driving license		✓
An ability to remain calm and maintain a positive outlook whilst working under pressure	✓	
To be able to work as part of a wider team	✓	
Flexible and adaptable to the needs of the young people	✓	
Creative and innovative	✓	
Commitment to continued learning and development	✓	
Promotes equal opportunities	✓	
To be able to work outdoors when required	✓	



Realising Potential Project Summary

Realising Potential will be a new co-produced programme to provide longer-term, holistic support for disadvantaged young people in West Lothian with the most severe, multiple and complex barriers to attainment, supporting them to engage with education, employment and training.

What?

Activities: Four 15-week Stage 1 employability-focused holistic youth-work programmes per year for two years, delivering minimum 2 days per week training in skills for life and work including:

- health/wellbeing
- outdoor fitness
- forestry team building
- food preparation, cooking, nutrition
- work preparation support (for training, jobs, college)

We will work with specialist partners to deliver outdoor learning, issue-based youth-work sessions, creative arts, First Aid, finance skills, mental health awareness and assess participants for Duke of Edinburgh and Youth Achievement Awards. We will also work with West Lothian College who will provide tailored immersion days to deliver supportive journeys to college.

This main programme delivers a minimum of 160 group activity sessions, either 9am-12pm or 1pm-4pm, totalling 640 hours. Blended learning will be offered between our online platform and at our reworked cafe facilities which safely offer distanced in-person training.

10-12 places per course, 50 total per year, will ensure highest quality and most impactful support as participants also receive:

- one-to-one support
- group work
- mentoring/personalised guidance
- work placements

Staff will liaise with employers and workplaces to arrange placements linked to employment opportunities.