

Job Description and Person Specification

Job title	Coupar Angus Youth Activities Group, Renovation Project Development Officer
Annual salary	£28,000 pro rata
Contract term	12 monts
Contracted hours	15 hours a week
Responsible to	Named CAYAG Trustee
Location	Split: CAYAG Y Hall and Home Working

Coupar Angus Youth Activities Group (CAYAG) is a Scottish Charity which aims to promote social and developmental opportunities for young people. CAYAG welcomes all young people and through the work of skilled youth workers provides a safe environment where young people can develop socially, emotionally and educationally and help realise their potential.

CAYAG is located in the Y Hall, a former church, which it owns. To continue providing a wide range of activities and opportunities for young people and the wider community, the Y building requires some repair work and renovation.

ROLE RESPONSIBILITY

To support the CAYAG Trustees as they plan the repair and renovation of the Y. To:

- identify the needs of young people and other potential users of the Y
- identify building defects

- develop a brief encompassing the repair and renovation requirements
- produce first estimates of the cost of the repair and renovation proposals
- obtain permissions from Perth and Kinross Council and Historic Environment Scotland
- prepare and submit funding applications to cover the cost of renovation and other costs

KEY DUTIES

1. Build relationships with key users of the Y Hall:

- establish good communication channels with CAYAG youngsters and youth workers
- understand the needs of the young people in the town
- identify the requirements of the Toddler Group

2. Identify the accommodation and facilities required by other users of the Y

- link with other action groups in the town and identify their accommodation needs

3. Establish the repair work required and potential renovation options

- enlist appropriate professionals to survey the fabric of the exterior and interior of the building
- work with appropriate professionals to identify renovation options
- develop design options for repair / renovation / redesign of the building interior

- determine the cost of the options
- produce comprehensive reports for the CAYAG Trustees

4. Build relationships with the local council Planning Department and Historic Environment Scotland.

- work with the PKC Planning Department from an early stage
- work closely with HES and create a useful dialogue
- prepare applications and apply for relevant Planning Permission

5. Create a Funding strategy

- identify potential funding opportunities for the repair and renovation
- prepare funding applications to support the proposed repairs and renovation
- prepare funding applications for other as opportunities present

Person specification	Essential	Desirable
Experience of engaging with young people aged 11-25		x
Educated to SCQF Level 8 or above (or equivalent experience)	x	
Excellent communication skills (written, verbal and presentation)	x	

Person specification	Essential	Desirable
Experience of writing reports and successful grant applications	x	
Experience of securing and managing grants, contracts or tenders	x	
Experience of working effectively with a wide range of partners at all levels	x	
Knowledge of technical building and repair terms	x	
Experience of strategic thinking and planning	x	
Strong organisation and planning skills	x	
Ability to work independently	x	
Experience of raising awareness and promotion of projects and services	x	
A positive, flexible and solution focused approach	x	
Ability to use initiative and prioritise own work load efficiently	x	

Person specification	Essential	Desirable
Good IT skills	x	