



## **Academy Programme Coordinator** **£22-24,000 pro rata – 37.5 hours pw**

*(slightly reduced and flexi hours also considered)*

### **Job Description**

#### **ABOUT**

Scran Academy is a dynamic and growing youth work charity and catering social enterprise based in North Edinburgh. We are on a mission to help young people overcome barriers to realise their full potential in learning, work and life. We do this through our transformational youth work and education programmes within our social enterprise activities. At nearly four years old, Scran has a team of seven staff and has an ambitious commitment to deliver lifechanging programmes for young people across Edinburgh.

#### **Programmes Overview:**

**The Academy Programme** - runs two day per week and targets young people aged S3-S6 who are referred as part of their formal education pathway, mainly from schools. The Academy focuses on learning and developing social skills taking a youth work approach - improving school engagement, gaining qualifications and personal development skills in a safe and inclusive environment. The Academy Coordinator delivers this programme, supported by the Youth Development Worker (0.4 FTE) and wider team. The Academy is year-long, experiential and has around 12 young people enrolled.

**Scransion Programme** – is our new targeted provision starting in August 2021. This 6 month structured programme is tailored to young people aged 15+. This programme focusses on offering work experience alongside developing the skills and confidence to transition into a meaningful positive destination.

**Scran Clan** – is our planned universal youth work, partnership delivered, programme for young people interested in developing hospitality and social skills. Commencing Autumn 2021.

**Scran Café** – Our café based at the Comley Bank Centre offers a range of food and drink to primarily NHS staff and provides training and development opportunities to young people and the wider community.

**Scran Van** – Our industry-standard catering truck generates income for Scran Academy through external events, supports our partners to deliver fun and engaging outdoor events, and provides development opportunities for young people.

#### **Role Purpose**

To promote and lead the personal and social development of young people through being the driving force of the Academy programme. This role is the critical point of contact for young people enrolled in Scran's

Scran Academy is a registered SCIO – SC049911



informal education programme as well as their families and school links. The Academy Coordinator will be responsible for the overall delivery and development of the programme and ensuring young people are engaged across the organisation. In short, this role is about defending, CARING, engaging and empowering young people.

## **Key responsibilities:**

- **Lead and develop the Academy Programme community education provision:**
  - Recruit young people to the programme through schools and youth work partnerships.
  - Be the main duty of care/ contact for young people.
  - Inspire participants to believe in themselves, engage in our provision and championing their voices throughout Scran Academy.
  - Plan and deliver a two day per week interactive provision by overseeing activities that develop young people's personal and social skills, employability and educational outcomes.
  - Help oversee and deliver wider youth work programmes across our social enterprise work.
  - Co-lead on all safeguarding processes, ensuring they are embedded across the organisation and child protection procedures are followed at all times.
  - Connect young people with other agencies and signpost as required for additional support.
  - Mentor, coach and support young people to set individual development plans through 121-work as part of the Academy.
  - Lead on ensuring young people achieve qualifications, accreditation and other merits.
  - Lead on evaluation of the Academy programme alongside the wider team.
  - Ensure all young people's information, needs, outcomes and feedback is captured and shared across the organisation.
  
- **Manage and build strong youth partnerships:**
  - Be the day-to-day point of contact for schools and direct referral organisations.
  - Develop strong community relationships with external stakeholders (i.e. schools, colleges, and youth networks) and build Scran's profile in the youth work sector.
  - Assist in the planning and delivery of Scran Academy events & campaigns (e.g. pop-up restaurants, Scran Van events, Christmas Hampers, etc.)
  - Identify partners who can inspire and train young people.
  - Ensure a youth work approach to all Scran Academy activity with the wider team.
  
- **Contribute as part of the wider 'Team Scran' by:**
  - Engage in regular and ad-hoc meetings with the Scran Academy team.
  - Undertake any necessary training and development.
  - Promote and engage with our social media and marketing of our work.
  - Carry out all duties in accordance with Scran policies and procedures.
  - Any other duties appropriate to the role as agreed with line manager.



- Uphold the values and ethos of the organisation.

## **Terms & Conditions of Employment**

### **Working Culture**

Scran Academy employees work to a 37.5 hour working week (pro-rated for part-time employees). Actual hours of employment will be agreed at the commencement of employment. Scran is a flexi time employer and member of the Scottish Living Wage campaign. Employees have the right and are encouraged to take part in continual professional development. Satisfactory Disclosure Scotland screening is essential.

### **Benefits**

All employees are entitled to 25 days paid leave (pro-rated for part-time employees) per annum plus Scottish bank holidays. In the event of absence through sickness or injury, entitlement to company sickness allowance will depend on length of service. Scran Academy is enrolled with People's Pension and we offer a 3.5% employer contribution. All wider benefits are contained in the Employee Handbook provided upon commencement of employment.