

*“Our task is not to put the greatness back into humanity  
but to elicit it, for the greatness is there already.”  
John Buchan*



<b>Job Title</b>	Graduate Facilitator - Skye
<b>Job Base</b>	Staffin, Isle of Skye (some travel may be required)
<b>Reports to</b>	Skye Team Leader
<b>Salary</b>	£25,000
<b>Type of Contract</b>	12 month' fixed term contract

## **Overview of Columba 1400**

At Columba 1400 we help young people and the adults around them to be the change they want to see in the world. We want every young person to find the greatness that is inside them and since 2000 we've helped over 10,000 young people and adults transform their lives. We work shoulder-to-shoulder with young people and the adults around them helping them explore their core values and unlock their inner strength so they can make a difference to their community and transform their sense of identity, their confidence and their ambition. We do this through our Leadership Academies – transformational and inspirational experiences that unlock values, create the conditions for change and uncovers a strength that stands the test of time. With a deep understanding of their own core values, young people unlock an inner strength that can never be shut down – no matter what tough realities life throws at them.

## **Overall Purpose of Role**

To lead and support the delivery of Columba 1400's Leadership Academies for Young People offering excellent facilitation throughout a participant's residential element. This will support Columba 1400's core purpose of enabling young people and the key adults in their lives to discover their true potential. The role will support groups of young people taking part in the Scottish Mentoring and Leadership Programme - aimed at helping young people recover from the disruption caused by the COVID-19 pandemic. The project focuses on helping young people who have been disproportionately impacted by COVID-19, to improve the education and life chances of children and young people in Scotland.

## **Responsibilities**

The key duties of the role will be:

- Facilitate sessions with young people including outdoor sessions
- Facilitate experiences for participants outwith sessions to offer another arena to demonstrate their leadership
- Some weekend working and the occasional requirement to be 'on-call' when there is a group residing at the Centre
- Ensure safety and well-being of participants during the residential element of the Leadership Academy
- Preparing and contributing to evaluation reports as required
- Prepare Centre for groups arrival
- Prepare resources including photocopying material, preparing rooms and outdoor kit
- Attend team meetings at Staffin and at other venues on the mainland when required
- Attend training, including first aid and child protection
- Drive minibuss and car when required to transport participants during the residential element of the Leadership Academy
- Attend training and increase professional knowledge and skills necessary for the effective performance of the role

- Liaise with centre staff including administration, kitchen and housekeeping departments to ensure effective communication and cohesion
- Liaise with other facilitation team members regarding group prior to arrival in Skye including weekly call with the Partnership Facilitator managing the group as required.
- Adhere to all organisational policies and health and safety requirements
- Carry out research to identify any further support young people would want/need to recover from COVID-19 and to achieve their future aims
- Contribute to development and design of new offerings, projects and enhancements to Columba 1400

## Person Specification

### Awareness

- Knowledge of issues currently facing young people
- Awareness of working with young people from tough realities
- Relevant qualification (Candidates should have graduated within the last four years. The minimum qualification accepted will be an HNC, but preferably an HND, degree or postgraduate degree).
- Preferably some knowledge of GIRFEC and Curriculum for Excellence

### Focus

- Non-judgemental – focus on the potential not the past
- Inspiring – lead by example
- Empowering – enable positive change

### Creativity

- Ability to make decisions and problem solve
- Innovative in approaching different challenges

### Integrity

- Ability to network and build relationships
- Effort - Self-motivated to innovate and show initiative
- Committed to professional development
- Approachable – open minded and value diversity
- IT literate and highly organised and attention to detail

### Perseverance

- Passionate – absolutely committed to supporting young people and the key adults in their lives.
- Flexibility to work evenings and attend residential element of Leadership Academies as required
- Challenge – enjoys engaging in difficult tasks and does not shy away from problems

### Service

- Excellent interpersonal skills, able to communicate effectively both verbal and non-verbal to a wide variety of audiences
- Works well in a team and on own initiative
- Facilitation skills
- Excellent communication skills, in particular with young people and the key adults in their lives.
- Ambition for own development within the organisation

*The organisation reserves the right to vary duties and responsibilities at any time and from time to time according to the needs of the organisation's business. September 2021*

