# Job Description



**Job Title:** CashBack Senior Development Worker

**Salary Scale:** £33,834 - £35,689 (SJC Points 35 - 37)

**Hours Of Work:** Full-time at 35 hours per week. We are happy to discuss flexible working arrangements.

**Holidays:** 40 days (28 Annual Leave plus12 Public Holidays)

**Contract:** Funding for this post is confirmed until end March 2023. Extension subject to continuation of funding.

**Line Manager:** Head of Programmes and Business Development

**Location:** This position is based in our Edinburgh office pending COVID-19 restrictions

**Job Purpose:** To lead on the Generation CashBack programme as the grant holder in a partnership consortium. To line manage the operational delivery of Youth Scotland’s CashBack team. To develop and manage other Youth Participation projects as and when required.



### KEY RESPONSIBILITIES OF THE POST ARE:

* Co-ordinate the Generation CashBack programme for Youth Scotland, as the lead partner and grant holder of a partnership consortium of 4 of the largest membership youth work organisations in Scotland (Youth Scotland, Boys’ Brigade, Scouts Scotland, Girlguiding Scotland)
* Build relationships and be the key contact for the CashBack Consortium Partners, Inspiring Scotland and the Scottish Government
* Organise, set agendas and chair internal/external meetings
* Responsible for the planning and co-ordination of Generation CashBack programme delivery to reach annual targets
* Line-manage the CashBack operational team at Youth Scotland, overseeing engagement and delivery with youth groups in areas of deprivation
* Support members of the consortium to develop their delivery plans, reports, monitoring and evaluation systems
* Lead the overall evaluation of Generation CashBack including forming the evaluation plan from the logic model, setting up processes, producing templates, coordinating the analysis and presentation of data alongside our external evaluators
* Be the key liaison for the external evaluation contract with The Lines Between to ensure delivery of contractual objectives. Regular communication and joint working on CashBack evaluation and presentation of data, including coordinating quarterly case studies
* Collate data and produce monthly/ quarterly/ annual reports as required to Scottish Government, Inspiring Scotland and consortium members
* Work with the Finance Officer to reconcile the budget for Youth Scotland and across the partnership consortium, including regularly reviewing SAGE reports, invoices and other expenditure
* Plan and facilitate operational and evaluation workshops for a cross-consortium group of delivery staff
* Organise cross-consortium large scale events for young people from eligible Generation CashBack groups
* Co-ordinate Generation Cashback promotion and communication activities – liaising with the comms leads in all four partner organisations
* Develop and manage other time-limited pieces of work beyond Generation Cashback, using additional funding secured by Youth Scotland

#### Internal Youth Scotland

* Working collaboratively with other Youth Scotland staff and Senior Managers to support the achievement of our strategic objectives and delivery of performance targets
* Identify areas of good practice and develop opportunities for sharing good practice internally within Youth Scotland and also within the partnership consortium
* Work with the wider Youth Scotland team to share resources, run partnership pieces of work and plan events
* Operate the financial controls and payments within agreed budgets
* Maintain an awareness of current national strategies, policies and practice around youth work, youth leadership and youth participation
* Promote equality and diversity within the organisation

#### Occasional tasks

* Participate in external forums, workshops and events to promote CashBack and Youth Scotland
* Co-ordinate any ministerial visits that are required
* Answer parliamentary queries as and when required
* Write briefs, organise interviews and recruit consultants as required
* Undertake other duties which may be required and which are commensurate with the post