

## COUPAR ANGUS YOUTH ACTIVITIES GROUP

### JOB DESCRIPTION

<b>POST</b>	Youth Work Coordinator
<b>SALARY</b>	£14,500 pro rata
<b>TERM</b>	1 year with potential to extend
<b>HOURS</b>	21 hours per week (including evening and some weekend work)
<b>POST FUNDING STREAM</b>	The Gannochy Trust and PKC
<b>LOCATION</b>	The Y Hall, Union Street, Coupar Angus
<b>RESPONSIBLE TO</b>	CAYAG Management Group
<b>PVG</b>	Postholder must be PVG compliant

### ROLE PURPOSE

As leader of Coupar Angus Youth Activities (CAYAG) Youth work team the post holder will be responsible for:

- developing and delivering a comprehensive programme for young people aged 11-25 years
- leading youth activity sessions (including evenings and weekends) within CAYAG's dedicated premises (The Y Hall), as well as in the wider community as required
- overseeing and supervising all young people, staff and volunteers in attendance

### CAYAG

Coupar Angus Youth Activities Group (CAYAG) was established in 2009 and is a registered Scottish Charity (SC041760). CAYAG operates from an old church building, the Y Hall in Union Street, Coupar Angus, which it owns.

### CAYAG's Mission:

"To advance education, health and social welfare by developing and maintaining a community based project which provides opportunities for young people to realise this potential. CAYAG will ensure that young people are fully involved in the design, implementation and promotion of this project".



**CAYAG aims** are to:

- advance citizenship or community development by offering support and leadership to reinforce positive roles within the community by working in partnership with statutory and other voluntary agencies within the area;
- act as a focal point for young peoples issues as well as providing a platform to give young people a voice in the community;
- advance health by maintaining a safe working environment for addressing young peoples issues including physical and mental health;
- offer a platform for young people to build self esteem and promote a healthy lifestyle;
- promote equality and diversity by ensuring that services are fully inclusive in terms of gender, geography and circumstance.

**KEY RESPONSIBILITIES AND OBJECTIVES**

- In consultation with young people, develop and deliver a robust and comprehensive universal youth work programme, utilising exciting groups / services as well as establishing new activities internally and with the community.
- Line management of delivery staff and volunteers.
- Undertake outreach youth work and ensure a weekly presence in Blairgowrie High School and regular presence at Coupar Angus Primary School.
- Maintain high standards in the recording and reporting systems (electronic and paper), quality assurance, analysis and creation of regular reports.
- Ensure the effective completion of administrative, health and safety, risk assessment and facilities management duties.
- Maintain financial records.
- Contribute to fundraising initiatives.
- Support the design, development and delivery of accredited awards programmes such as Dynamic Youth Awards, High Fives and Saltire Awards.
- Ensure that safeguarding policies and procedures are implemented and adhered to at all times.
- Act as the named person for Child Protection.
- Maintain confidentiality and observe data protection and guidance where appropriate.
- Work with partner youth service providers to support the development, promotion and operation of an area wide youth engagement programme.
- Promote young peoples' interests within the community and young peoples' participation in all aspects of planning, monitoring, evaluation and representation, including at Youth Forums.
- Support the generation of positive media and promotion of the project work within the locality.
- Work with partner organisations and agencies such as schools, voluntary sector organisations, council departments, the police and other community groups and organisations.
- Participate in training and personal development relevant to the role.



## OTHER DUTIES

The postholder may be required to perform duties other than this given in this job description. The particular duties and responsibilities outlined in this job description are not exhaustive and may vary from time to time and be amended after discussion between CAYAG and the postholder.

## PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS OR EXPERIENCE	ESSENTIAL	DESIREABLE
Experience of working with young people	X	
Experience managing / supervising individuals and groups	X	
Educated to SCQF level 8 or beyond, or equivalent		X
Recognised relevant qualification e.g. CLD, youth work or equivalent		X
Experience on the design development and delivery of a programme of youth activities	X	
Experience of leading or supporting the delivery of accredited youth awards / programmes		X
Knowledge and understanding of risk management	X	
<b>KNOWLEDGE ,SKILLS, PERSONAL ATTRIBUTES</b>		
Knowledge of child protection, health and safety and confidentiality	X	
Strong interpersonal skills	X	
Excellent listening, verbal and written communication skills	X	
Ability to manage budgets, invoices and petty cash	X	
Ability to work across all sectors and build effective working relationships	X	

Ability to use a sensitive and creative approach when working with young people	<b>X</b>	
Must share CAYAGs values of being non judgemental and non discriminatory	<b>X</b>	
Ability to build up effective personal relationships with young people	<b>X</b>	
Adaptable, flexible and creative	<b>X</b>	
Ability to work independently and as part of a team	<b>X</b>	
Highly organised and highly motivated	<b>X</b>	
Resilient to deal with emotional and behavioural difficulties	<b>X</b>	
Ability to work flexible hours, including evenings and weekends	<b>X</b>	

Please apply in writing describing how your skills and experience meet the requirements of the post, how soon you can start work, whether you expect to be PVG compliant and enclose a CV.

Email applications to [w.mccombes@btinternet.com](mailto:w.mccombes@btinternet.com)

The deadline for applications is Thursday 25th November.

