

*“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>	Partnership Facilitator
<b>Job Base</b>	Central Belt with extensive travel across Scotland
<b>Reports to</b>	Head of Partnerships
<b>Type of Contract</b>	Full Time, Permanent

## 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 facilitate the delivery of Columba 1400's Leadership Academies for Young People, to help participants realise their true potential. The role will support groups of young people taking part in the Scottish Mentoring and Leadership Programme which 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. This post will support young people to create the conditions for change, open up and become leaders within their families, schools and communities.

## Responsibilities

- Support and lead the delivery of Columba 1400 Leadership Academies by helping facilitate sessions for Young People in schools across Scotland and at our Leadership Centre on the Isle of Skye.
- Work closely with Head of Partnerships and other Partnership Facilitators to ensure partners have the best possible experience when working with Columba 1400
- Develop and enhance Columba 1400 session content to ensure it is of the highest standard
- Effective communication with Development Team ensuring all information on partners is shared
- Helping prepare notes following consultations, sessions and meetings with participants and partners
- Giving the highest standards of attention to ensure our participants feel supported and confident to participate
- Communication with other members of the Facilitation Team with all relevant information for each stage of the Leadership Academy
- Partnership Facilitators are expected to be available to travel to the Isle of Skye approximately 8 times a year to deliver the residential element of our work (which takes place over 5-6 days).
- Supporting monitoring and evaluation of impact and outcomes for organisational learning, partners and funders
- Liaise and attend meetings with other Columba 1400 functional areas necessary to perform duties and to enhance business and organisational developments



- Adhere to all organisational policies and health and safety requirements
- Attend training and increase professional knowledge and skills necessary to the effective performance of the role

## Person Specification

### Awareness

- Experience of working with young people who have experienced significant challenges
- Knowledge of issues facing young people and their parents/families.
- Knowledge of social media and communications
- Full driving licence

### 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 courses 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
- Able to work well in a team and on own initiative
- Facilitation skills
- Excellent communication skills, in particular with young people and the adults around them.

*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. October 2021*

