

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

John Buchan



Job Title	Young People's Community Facilitator
Job Base	Edinburgh with extensive travel across Scotland
Reports to	Head of Partnerships
Type of Contract	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

After a period of growth and innovation, Columba 1400 is now working with young people online and in their communities. The purpose of this role is to lead and develop our recently-developed Community Leadership Academies to help our participants realise their true potential. The successful candidate will work in partnership with their team members to ensure highest standards of delivery are maintained throughout Leadership Academies and to help support the capture of information on all aspects of Columba 1400's work.

Responsibilities

- Lead the delivery of Columba 1400 Community Leadership Academies by facilitating sessions for young people and the key adults in their lives
- Deliver some online facilitation of sessions to enhance our Community Leadership Academies
- Implement engagement strategies to ensure young people feel comfortable to participate in our Community Leadership Academies
- Work with Head of Partnerships and other colleagues to develop new partnerships and manage relationships
- Responsible for managing community projects from beginning to end
- Effective communication with Development Team ensuring all information on Partners is shared for funding and evaluation purposes
- Helping prepare notes following consultations, sessions and meetings with participants and partners
- Helping gauge readiness of all involved to minimise risk on the Leadership Academies
- Communication with other members of Facilitation Team with all relevant information for each stage of the Leadership Academy



- Lead evaluation and monitoring of the 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, including continued development of programme facilitation and delivery

Personal 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

