# **Job Description**

## JOB TITLE: Senior Development Worker (Awards Growth)

**HOURS:** Full-time contract (35 hours per week). We are happy to discuss flexible working including compressed hours

**SALARY SCALE:** £34,511 - £36,403 (Scale points 35 -37)

**CONTRACT:** 2 Years (extension possible subject to funding availability)

**LINE MANAGER:** Head of Programmes and Business Development

**LOCATION:** This post is based in Edinburgh but with flexible working arrangements. Following COVID 19, we are using a blended approach of face to face and digital working practices

**Job Purpose:**

The purpose of the role is to lead the growth of Youth Scotland’s Youth Awards, including expanding the awards into new markets, developing new on-line systems and improving the management of information. The Senior Development Worker (Awards Growth) will be based within the Awards Team at Youth Scotland and will work closely with the Head of Programmes and Business development to ensure more organisations and young people can access Youth Scotland’s Awards.

**Key Responsibilities and Main Tasks:**

* Working with the Head of Programmes and Business Development and the Senior Awards Development Worker, develop and deliver a work plan for launching and growing the awards at scale, including identifying new markets and creating and implementing new online awards options
* Identify and develop areas of the market for growth, focusing on 1) wholly new/untapped markets and 2) supporting growth within the Youth Scotland membership and community-based youth work
* Identify and implement opportunities to streamline, modernise and improve the Awards processes, in order to improve the experience for external users and to enhance the usability of systems internally. This will include systems for online assessment and verification of awards and access to management information
* Develop the e-commerce potential of the Awards, including online registration and materials purchases
* Review and contribute to the improvement of our awards training offer, with a specific focus on improving online delivery options and online support services to partners and stakeholders which will drive an increase in awards completions
* Work with our training delivery staff to support the development of online learning resources to attract new customers and to support existing users (e.g. e-learning modules)
* Work to improve the accessibility and quality of awards information and support materials for youth workers, teachers, parents, guardians and young people in a range of formats
* Review and contribute to the updating of awards information and web-content to ensure it is suitable for new markets beyond the current education/Local Authority focus
* Take the lead in working with our communications team to devise and support marketing campaigns, specifically targeting growth of the Awards in existing and new markets
* Work effectively with colleagues across the Awards team and wider Youth Scotland staff
* Maintain the youth work values and youth work approach of the awards.

### **Other:**

* Undertake other duties which may be required and which are commensurate with the post, including supporting wider Youth Scotland activities
* To be committed to the work of Youth Scotland and to promote team working
* To work in accordance with the organisation’s policies and procedures.