



Oban Youth Café Project
Charity Number SC032354
JOB DESCRIPTION

Name of Employer: Oban Youth Café Project Ltd

Post: Project Manager/Youth Worker

Location: Based at Oban Youth Café, 4 Albany Terrace, Oban, PA34 5NY

Responsible to: Management Committee

Line Management Responsibility for: Senior Youth Worker, 4 sessional workers, cleaner and volunteers

Part-time: 28 hours per week

Working Hours/Days: Flexibility is required, this post will involve evening and weekend work

Salary: £32,760 (pro-rata, based on a 35-hour week)

PVG: This post is subject to a PVG membership and update

Contract: This post is a core post within Oban Youth Café, the project has funded this post since early 2003 and we are fully committed to continuing to fundraise for this post.

Probation Period: 3-months

Closing Date for Applications: Sunday 30th October 2022

Interview Date: Saturday 5th November 2022

Oban Youth Café is looking for an enthusiastic youth worker/project manager to lead our small, well-established youth work project, working alongside our Senior Youth Worker, sessional youth workers, volunteers, cleaner and Management Committee.

We are looking for someone who is a team player and is happy to do everything needed to run our project, from camping to cleaning, from playing pool to planning holiday programmes, from paying bills to drawing up rotas and loads more. Below is a job description for both elements of this post.

We recognise that this is a full job description, and we understand that applicants will have strengths and development areas. However, we are committed to supporting our new Project Manager/Youth Worker. We are looking for a someone who is committed to working with young people, has great organisational skills, is up for a challenge and ready to learn.

Youth Work Role:

Youth Work Activities

- Working directly with young people as a youth worker
- Organising and providing youth work activities for young people within the age range 10 - 24 years
- Arranging provision including youth clubs, issue and activity groups and one-to-one sessions
- Planning and delivering programmes of activities for young people, including holiday programmes
- Working with other organisations to provide joint programmes of activity for young people
- Organising and taking young people away on activity day trips, residentials and camping trips
- Encouraging and enabling young people to participate in planning activities, shaping their youth café, and working towards a variety of positive outcomes
- Actively seeking youth participation in the development and delivery of the project
- Actively promoting equality for young people and help young people to be more involved in decisions that affect their lives through participation in their communities
- Keeping the youth cafe premises clean and tidy after sessions

Evaluation and Reporting Youth Work Outcomes

- Using creative evaluation methods to capture outcomes for young people
- Maintaining monitoring and evaluating records for reports
- Writing and submitting reports to funders, Management Committee and other stakeholders

Representation and Partnership Working

- Representing the project to other agencies and seeking opportunities to deliver youth work in partnership with other organisations
- Continuing to develop and strengthen the role of the Oban Youth Café Project in the community
- Representing the project in local networks as and when required
- Maintaining and developing existing contacts with funders and other agencies
- Maintaining links with appropriate statutory, voluntary, and professional bodies

Project Coordinator's Role:

Overall operational control and management of Oban Youth Café which includes: -

Staff Management

- Line managing all paid and unpaid staff
- Providing on the job training for staff and volunteers i.e. child protection training

- Ensuring the Café is adequately staffed during opening hours
- Ensuring staff have the right training in place, to safely carry out youth work activities

Finances and Office Tasks

- Controlling the project's spending within the limits set by the Management Committee
- Alongside the Senior Youth Worker and Treasurer, ensure that financial accounts are prepared and submitted to Companies House and OSCR (the Scottish Charity Regulator).
- Keeping the project's policies up to date and reviewing policies with the Management Committee
- Ensuring effective use of IT
- Paying bills
- Ensuring the youth café has utility contracts in place and renewing when required
- Preparing invoices for contract work undertaken by the project and hiring of premises
- Advising the Management Committee on matters of operational expenditure
- Ensuring that the Management Committee is provided with accurate costings for all areas of planned activity
- Assisting the Treasurer or any other appropriate Management Committee member in the preparation of annual budgets and making representations to funders as required by the Management Committee

General

- Carrying out any other reasonable task as requested by the Management Committee

Person Specification

Essential

- A strong commitment to young people
- Youth Work qualification
- Extensive experience of working with young people
- Very good organisational skills
- Enthusiastic
- Team player
- Some project management experience
- Some experiencing of managing staff
- IT skills

Desirable

- Minibus Driver
- Experience of applying for grants

How to Apply...

Please submit a CV and covering letter to **kirsty.obanyouthcafe@hotmail.co.uk**

- Your CV should contain contact details, full job history qualifications, and references
- Your cover letter should contain the same information as a personal statement - why have you applied, what can you bring to the role and how does your skill set meet what we're looking for, as set out in the job description / person specification
- Closing Date for Applications: **Sunday 30th October 2022**