

JOB DESCRIPTION

POSITION:	Youth Development Worker (Paisley) Job reference YDWP/22
REPORTS TO:	Youth Work Manager
RESPONSIBLE FOR:	Developing and delivering CREATE Paisley's responsive youth work in Paisley with current line management of 2-3 youth workers
SALARY:	£23,390 - £27,976 (pro rata'd to £18,712 - £22,380.80) depending on experience
EMPLOYMENT TERM:	2 year fixed-term contract (subject to extension if future funding is secured)
HOURS OF WORK:	On average, 28 hours per week , with an expectation that the worker will be able to be flexible with hours and allocate hours to any events and activities which may be a required part of the post including evening & weekend work (on average 10 evenings a month)

CREATE PAISLEY

CREATE Paisley (CREATE) is an innovative youth arts charity aiming to reduce loneliness and inequality. Our vision is to see young people transformed through creativity, community, confidence and finding their voice. We do this through providing safe, creative spaces and opportunities for young people in which they can thrive and build positive relationships and gain support from trusted adults.

CREATE runs drop ins, arts workshops, youth voice & participation activities, mentoring, etc., amongst other projects, in partnership with a wide variety of groups in the area, and is supported and run by a dedicated team of staff and volunteers. CREATE has the following values: creativity, community, confidence and voice. These inform our approach and work.

PURPOSE OF JOB

CREATE Paisley is looking to appoint a Youth Development Worker to lead on and develop the charity's approach to and delivery of youth work activities in Paisley.

The Youth Development Worker will:

1. Facilitate current and new youth work provision
2. Support the organisation to respond to young people's voices
3. Manage youth work projects and budgets
4. Develop and implement monitoring and evaluation within all youth work activities
5. Support the recruitment and training of new staff and volunteers



6. Line manage youth work team members (staff and students)

RESPONSIBILITIES

FACILITATE CURRENT AND NEW YOUTH WORK PROVISION

- Co-produce, oversee, facilitate and develop youth drop in sessions in Paisley
- Oversee and develop arts workshops
- Promote youth work events and programmes in ways that best engage young people
- Pioneer new youth work programmes and events as required

SUPPORT THE ORGANISATION TO RESPOND TO YOUNG PEOPLE'S VOICES

- Identify the skills, assets, issues and needs of local young people
- Oversee and work with the team to deliver youth voice & co-production sessions, listening to young people's ideas and supporting them to plan events, gain skills, volunteer and get accreditation
- Foster an environment in which young people can volunteer, contribute to their community and influence positive change, conversations and action
- Signpost young people to relevant resources based on the issues they are facing

MANAGE YOUTH WORK PROJECTS AND BUDGETS

- Work alongside colleagues to ensure funded projects are delivered to high quality in line with the organisational and project's outcomes
- Manage project budgets, ensuring receipts and records are kept for expenditure
- Work in partnership with professionals from other organisations that support young people (such as charities, social care, health, police, housing associations etc.)

DEVELOP AND IMPLEMENT MONITORING AND EVALUATION WITHIN ALL YOUTH WORK ACTIVITIES

- Ensure appropriate evaluation and monitoring methods are being used
- Work alongside team to creatively engage young people in evaluation
- Pursue reflective practice and avenues of professional development
- Undertake administrative tasks, maintain effective recording systems and respond to queries

SUPPORT THE RECRUITMENT & TRAINING OF NEW STAFF AND VOLUNTEERS

- Work alongside colleagues to recruit, train and induct youth work team members including paid staff and students
- Work alongside team to deliver volunteer training and team days
- Keep a record of volunteer activities, including hours, goals, success stories and feedback

LINE MANAGE YOUTH WORK TEAM MEMBERS (STAFF AND STUDENTS)

- Oversee a small team of youth work staff with line management responsibilities for around 2-3 youth workers

OTHER DUTIES

- Work to model CREATE's vision, values and social objects within all areas of work (read more [here](#))
- Attend line management supervision, staff meetings and team events.
- To promote & comply with current legislation and CREATE Paisley's policies on Health and Safety, Safeguarding, etc.

- Be prepared to undertake relevant training to improve competence and confidence in performing the role.
- Occasionally carry out additional duties in conjunction with CREATE Paisley charitable objectives

QUALITIES & SKILLS REQUIRED

EXPERIENCE

Experience of working with young people	Essential
Experience of working alongside others as part of a team	Essential
Experience of working and liaising with a wide group of people and organisations	Essential
Experience of organising events and meetings	Essential
Experience of monitoring and evaluation	Essential
Experience of recruiting and managing others	Essential
Experience of mentoring and creating individual growth plans with young people	Desirable
Experience of creative community action projects	Desirable

KNOWLEDGE AND UNDERSTANDING

Understanding of the principles of Community Learning and Development	Essential
Understanding of issues facing deprived communities, in particular young people from these areas	Essential
Understanding of CREATE's values (Creativity, Community, Confidence, Voice)	Essential
Knowledge of the wider youth and/or creative arts sectors	Desirable
An understanding of the history and ethos of CREATE Paisley	Desirable

SKILLS AND ABILITIES

Project development & management skills	Essential
Excellent organisation skills	Essential
Excellent written, verbal and IT skills	Essential
Ability to plan, manage and prioritise own workload	Essential
Ability to work flexibly and to tight deadlines	Essential
Ability to monitor spending and manage budgets effectively	Desirable

OTHER CRITERIA

Dynamic and confident individual able to initiate and implement plans	Essential
Flexibility in working, and positive approach to change	Essential
Employs a creative and imaginative approach to working	Essential
Enjoys the experience of working with young people and volunteers and demonstrates an interest in supporting their personal development	Essential
A Qualification in Youth Work or other relevant qualification or a minimum 3 years experience in youth / community work	Essential
Commitment to CREATE's objectives and values	Essential
Willingness to work evenings and weekends as necessary	Essential

TERMS & CONDITIONS

Staff Development

There will be an induction programme with CREATE Paisley during the first four weeks in post. Training for further professional development may be provided if appropriate.

Criminal Record Disclosure

The post entails working with vulnerable people. CREATE will request a PVG check prior to a formal offer of employment being made.

Conditions of Service:

The post holder will be expected to adopt flexible working practices to suit the demands of the post. Evening or weekend work will be required for which time off in lieu will be awarded, in agreement with the line manager.

Annual Holidays:

34 days' paid holiday during each holiday year or the pro rata equivalent if you work part-time. This includes nine bank holidays in Scotland or a day in lieu where we require you to work on a bank holiday.

Accountability:

The post-holder will be accountable to the Youth Work Manager and will receive regular supervision and yearly job appraisals. The frequency of the supervision meetings will be set with the Youth Work Manager, and will take account of length of service, whether any development or change is in process, and individual preference.

Equal Opportunities:

CREATE is an Equal Opportunities organisation and are committed to being an Equal Opportunities Employer.

Pension:

CREATE complies with the employer pension duties in accordance with Part 1 of the Pensions Act 2008.

Notice of Termination:

Your employment is subject to a probationary period of six months during which your contract may be terminated by one week's notice in writing by either side.

Travel:

Some travel within Renfrewshire and beyond is required. If the post holder uses their own vehicle, a valid current driving licence and insurance covering the use of the vehicle for work purposes must be held. On these occasions, the mileage rate agreed by the Board will apply.

Privacy

CREATE is committed to ensuring that your privacy is protected and that data collected will only be used in accordance with our privacy policy. CREATE does not sell or provide information to third party organisations and does not share your information with third party organisations for their benefit.