**Our Vision**

Our Vision is for all young people to have a healthy transition into adulthood

**Our Mission**

Is to provide nature-based learning experiences that support healthy transitions into adulthood

Youth Vision is a children and young people's charity that provides a range of nature-based projects that aim to develop the skills and self-esteem necessary to support a healthy transition to adulthood. Our unique range of integrated services enable vulnerable young people to experience nature and personal growth in a safe and supported environment.

Senior Youth Development Worker - 25hr per week

Dear Applicant

Thank you for your interest in the above post.

I am pleased to include the following information:

* Job description/person specification
* Summary terms and conditions
* Application form
* Equal Opportunities Monitoring form

The closing date for applications is 2nd December 2022 at 5pm.

Interviews will be held at our office in Balerno the week of the 12th December.

Thank you once again for your interest and I look forward to receiving your application.

Yours sincerely

Sara Beauregard

Youth Vision Manager

**Job Description**

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| Job Title: | Senior Youth Development Worker | | Accountable to: | Field Manager |
| Location: | 44 Harlaw Road, Balerno, Edinburgh, EH14 7AX | | Position Type: | 25 hours/week.  Will include some weekend working |
| Salary: | £16.50 per hour | | Start Date | Jan/ Feb 2022 |
| HR Contact: | Sara Beauregard | | Funded until | I year contract |
|  | info@youthvision.uk | | | |
| Job Description | Senior Youth Development Worker | | | |
| The Role:  You will have experience of project management and lead facilitation with staff, vulnerable young people, and volunteers in the outdoor environment.  Working alongside the Field Manager you will oversee all the various projects at Youth Vision. You will be involved in developing and processing current and future policies and procedures, risk assessments, funding and feedbacks, evaluation procedures, community outreach, communication with clients, partner organisations including social media and practical outdoor project delivery at Threipmuir Farm Steading and in the community.  Practical rural skills would be an asset in supporting tasks such as dry-stone walling, conservation work, green woodwork, joinery, use and maintenance of hand tools and machinery such as strimmers, lawn movers and power tools.  Responsibilities:   * Managing and supervising the facilitators and volunteers. * Managing the evaluation all our projects, measuring, and disseminating the outcomes. * Supporting, running, and following up current funders and projects. * Plan, organise and run groups at Threipmuir farm steading as well as in the community. * Produce monthly progress reports and attend and present at appropriate meetings. * Overseeing the delivery of outcomes, tracking of achievements and progression for young people, facilitators, and volunteers. * Managing Youth Vision’s Policies including child protection, safeguarding and risk assessment.   Duties   * Assessing the needs of young people, planning, and delivering appropriate projects. * Assist in writing funding applications, communicate with current funders, and produce funding feedback reports. * Plan and organise safe and appropriate programmes and activities, including updating social media. * Ensure that all Policies and Procedures are current and followed by staff, young people, and volunteers. * Work closely with our partner groups. * Organise, alongside the Field Manager, the roster of staff/ volunteers to deliver programs and picking up and returning of young people. * Organise on-site induction training for new volunteers and provide continuing support and personalised development plans for young people and volunteers. * Deliver training and community days. | | | | |
| Essential Skills | | Ability to manage others and work effectively on own initiative and as part of a team. | | |
|  | | IT literacy is essential, particularly excel and word and ability to update social media. | | |
|  | | At least 2 years’ experience in working directly with vulnerable young people aged 9-25. | | |
|  | | Experience of funding applications and feedback | | |
|  | | Proven experience of project monitoring and evaluation. | | |
|  | | Experience of working in a leadership role in a project | | |
|  | | Experience of professional networking with e.g schools, community organisations, youth professionals, services, and youth group | | |
|  | | Good written and verbal communication skills. | | |
|  | | The ability to prioritise and meet deadlines. | | |
|  | | Full UK Driving licence | | |
| Education and training | | Essential - Qualification in Youth Work or equivalent. | | |
|  | | A willingness and ability to undertake further training  MIDAS minibus training will be given. | | |
| Desirable | | Conservation and outdoor qualification | | |
|  | | Knowledge of working outdoors and Health and Safety issues. | | |
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**Summary of Conditions of Service**

1. **Job Title**:  Senior Youth Development Worker
2. **Designated Places of Employment**: Youth Vision, 44 Harlaw Road, Balerno, EH14 7AX
3. **Probationary Period**: three months from date of commencement.
4. **Appointment Conditions**: Conditional upon achievement of an enhanced disclosure certificate, suitable written references and verification of qualifications.
5. **Accountability:** You will be accountable to the Field Manager.
6. **Hours of Duty**: The average working week is 25 hours. However, you may be required to work flexible hours during busy periods.
7. **Conditions of Employment**: You will be required to sign a staff contract that states detailed terms and conditions of employment. Staff will be consulted over any changes to their conditions of employment.
8. **Notice:** This will be 4 weeks but may be waived in part or whole by agreement by both parties. Notice to terminate your appointment must be submitted in writing to the Manager.
9. **Salary**: £16.50 per hour for 25hours a week paid monthly on 28th each month**.**
10. **Holidays:** The holiday entitlement is dependent on the hours worked and rate of pay. This will be confirmed with the successful applicant.
11. **Overtime**: Overtime is not payable. Youth Vision uses a formal flexi timesheet system.
12. **Pension**: A pension scheme is available to all employees who have successfully completed their probationary period and all eligible employees are enrolled to this pension scheme.
13. **Training:** YouthVision will provide you with training, supporting your individual development as well supporting you to work with the needs of the groups and clients.