**Bespoke Youth Volunteering – Youth Development Worker**

Part time 21 hours per week

Fixed-term contract to 30 June 2023

**Job Description**

**The Organisation**

Volunteer Edinburgh provides access to volunteering to members of the public and support to organisations that involve volunteers. It is a company limited by guarantee with charitable status. The organisation promotes and develops volunteering in Edinburgh through a range of projects and has a key leadership role in making Edinburgh a city in which volunteering in all its forms can flourish.

**The Post**

This post sits within Volunteer Edinburgh’s Health & Employability Team which supports individuals to get involved in volunteering to develop their skills, enhance their employability and improve their wellbeing – while helping others in the local community.

This post is funded for one year through City of Edinburgh Council’s Young Peoples’ Guarantee (No One Left Behind) Fund and is funded to 30 June 2023 in the first instance, with an immediate start.

**Function of the Post**

* To support young people who face personal barriers (such as complex mental illness) to engage in volunteering which will improve their wellbeing, confidence and employability.
* To collaborate with referral agencies e.g. CAMHS, community health projects, other youth service providers to ensure appropriate and seamless transitions to the service.
* To support volunteer involving organisations (VIOs) to create bespoke opportunities which are attractive and suitable for young volunteers.
* To support volunteer involving organisations (VIOs) to recruit and effectively involve young volunteers.
* To support the progression of young people through collaboration with other agencies e.g. Skills Development Scotland, other employability and/or training providers.

**Accountable to**

The Service Manager (Health & Employability) and then to the senior management team.

**Main Responsibilities**

**Development & Enterprise**

* Promote, develop and support volunteering by young people who face personal barriers.
* Support referral agencies to understand the role of the service and to make appropriate referrals.
* Support VIOs to identify and develop new and creative opportunities for young volunteers who face personal barriers.
* Work across Volunteer Edinburgh teams to support the development of our services to organisations to improve their engagement of volunteers.

**Operational:**

* Support young people to:
* identify aspirations and make informed choices about volunteering
* set and regularly review personal goals
* identify, secure and sustain volunteering opportunities
* Provide guidance and support to VIOs on involving young volunteers who face personal barriers.
* In collaboration with Volunteer Edinburgh colleagues and other youth service/employability providers, support the progression of young people.
* Where appropriate provide follow-up support to sustain progression of young people.

**Management**

* Provide management and support for volunteers undertaking specific roles which add value to the service.
* Ensure the effective monitoring and recording of performance data and contribute to reporting of service delivery.

**Shared Responsibilities**

Volunteer Edinburgh is a small organisation. All staff are expected to be able to work flexibly and to share collective responsibilities for core Volunteer Edinburgh work. This includes supporting our volunteers, advising members of the public who approach us and supporting activities promoting best practice in volunteers’ management. Staff may also be required to take on additional tasks from time to time in consultation with the Line Manager.

**PVG Scheme Membership**

This post involves regulated work with young people and protected adults. If you are offered the position PVG Scheme membership will be required.

**Place of work**

The main place of work is Volunteer Edinburgh’s main office, 222 Leith Walk, EH6 5EQ.

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**Outline Conditions of Service:**

**Supervision:**

Supervision sessions with the Health & Employability Service Manager at six weekly intervals.

**Salary**

The salary is SJC point 28, £18,239 gross p.a. (£30,399 FTE)

**Hours of Work**

Normal working hours are 21 hours per week. Volunteer Edinburgh offers time off in lieu. Occasional evening or weekend work may be required.

**Holidays**

Annual leave entitlement is 29 days plus 6 public holidays pro rata.

The leave year runs from the 1st April to 31st March.

There are also 2 additional 'floating' days which are normally taken over the Christmas and New Year break when the office is closed.

**Pension**

Volunteer Edinburgh offers an Employer Pension Scheme. Volunteer Edinburgh pays a 7% employer pension contribution and employees must pay a minimum contribution of 3%. Staff may opt out if they wish.

**Termination**

A minimum of one month’s calendar notice will be required.

**Probation**

There will be a probationary period of six weeks followed by a review.

**Review**

This job description is open to review by Volunteer Edinburgh’s Chief Officer and Management Board as and when appropriate in consultation with the post holder.

Volunteer Centre Edinburgh is a company registered in Scotland, limited by Guarantee SC202631

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