## **Logo  Description automatically generatedJob Title**

Restless Natives Manager

Salary: £33000 FTE (4 days/week, pro-rata)

## **Reports To**

Head of Operations

**Job Overview**

Intercultural Youth Scotland (IYS) are a grassroots, youth-led organisation supporting and advocating for young Black people and young people of colour in Scotland. We offer specialist support to Black and POC young people and advocate across Scottish Government for their voices to be heard. IYS' services include a fully-fledged youth and music program; an education program delivering anti-racism education in secondary schools; a mental health program offering free support to young Black people and People of Colour; as well as the Restless Natives employability program which the Restless Natives Manager will lead.

Restless Natives offers holistic, specialist support to Black and POC young people and school leavers to help them become work-ready, reach positive destinations, or move into further and higher education. Restless Natives also supports employers to ensure that they’re doing all they can to improve their workplaces for young Black people and young People of Colour. Join our Restless Natives team as manager to lead the delivery and development of our Restless Natives employability programme.

The Restless Natives Manager is responsible for the management of the delivery of the current Restless Natives programme in Edinburgh and Glasgow, leading a small team of practitioners. The Restless Natives Manager plays a key role in helping to establish employability partnerships and advocating for the needs of Black and POC young people to governing bodies. While the Restless Natives program in its current state has been running for two years, we are keen to take the program to new heights – we want to build a long-term, sustainable infrastructure to support Black and POC young people in becoming work-ready and improving their lives.

**We’re looking for someone with…**

* Knowledge and understanding of race and oppressive power structures. (A knowledge of how these structures work in the labour market, and in relation to employability, university, apprenticeships and other school leaver destinations would be especially valuable.)
* Skills in project management and an understanding of how to build and develop a young program active across Edinburgh and Glasgow.
* An ability to work collaboratively both within IYS and outwith the organisation, with schools, local and national government, and other partners.
* A capacity to lead a team towards clear targets and manage a project/programme through periods of growth and upscaling; maintain positive relationships among team members and ensure they are supported in carrying out their role.
* A creative approach to partnership work in order to work with identified partners to help develop opportunities that have thus far not existed for Black and POC young people.
* A capacity to develop in-depth reports on programme delivery for both external and internal use.
* The ability to manage budgets and expenditure and to report this to funding partners.
* A motivation to help Black POC young people reach positive destinations and help to contribute to a more positive experience for Black POC young people in Scottish society.
* The capacity to communicate complex ideas clearly and convincingly to partners from a range of different sectors and backgrounds; as well as an ability to ‘sell’ new ideas to those who might resist them at first.
* Lived experience of racialisation; identifying as Black or a person of colour.

**We value voluntary and paid experiences gained equally!** We understand that people have experiences and skills that can’t be captured in formal job experience or qualifications – no matter what your experience level, if you think you’d be a good fit for the job then please apply. We want to see what you’ve got! *(Training and professional development opportunities will be provided to the successful applicant.)*

**We particularly encourage dark-skinned people, migrants and people who experience multiple marginalities to apply!** At IYS, we believe that we *must* be representative of the people with whom we work. Therefore, it is vital that our staff represent many of the multiple experiences of Black people and people of colour in Scotland. The young people with whom we work need to trust that our practitioners understand their experience as well as possible.

**The post-holder must hold an in-date PVG, or be happy to undergo a PVG check. (We will help with the process if you do not have a PVG.)**

## **Responsibilities and Duties**

* Manage the Restless Natives team and the delivery of the Restless Natives employability programme according to the programme’s proposal as agreed by funders. This includes ensuring good practice in record-keeping; reporting progress to SLT, the board, and funders; managing the programme’s budget and expenditure; and supervising all team-members, offering appropriate support for success in their role, ensuring that the team feel capable of carrying out their roles and responsibilities.
* Advocate for the needs of young Black people and young people of colour in various stakeholder groups and meetings, contributing to Scottish Government work associated with the Young Person’s Guarantee and Youth Employability generally. This advocacy work tries to ensure that anti-racist practice is a fundamental part of employability support in Scotland going forwards.
* Contribute to strategizing for the scaling up of the Restless Natives employability programme moving into the next and future financial years, working to achieve funding for this upscaling through new and existing channels.
* Develop partnerships between Restless Natives and other employability support providers to ensure that employability support outside of Restless Natives is carried out safely and with the needs of Black people and people of colour attended too. Also, in taking an intersectional approach to employability practice, ensure that Black and POC young people who are multiply marginalised can have the correct support structures in place to ensure all of their needs are supported.
* Develop existing partnership across the public, third, and private sector to ensure that IYS remains at the forefront of anti-racist employability work across Scotland.
* Work with the creative team to develop a social media strategy to increase engagement with the Restless Natives programme online, ensuring strong reach across Scotland beyond Edinburgh.

**Principal Accountabilities**

1. To provide or be responsible for a responsive, high quality Anti-Racist & Pro-Black inclusion project in secondary schools is Edinburgh.
2. To provide effective working relationships, using various channels of communication with IYS colleagues and partnership agreed agencies.
3. To consistently apply IYS and professional practice standards and to ensure their implementation as necessary and to be proactive in their implementation.
4. Referring appropriate cases and issues that require the involvement of a specialist, other management support or to directly provide the specialist support.
5. To attend meetings i.e. service planning meetings, demonstrating professionalism and our core values, in terms of approach, advice and positioning.
6. To ensure that management information from cases managed or supported is duly uploaded into the appropriate database, including reporting and commenting on any significant or relevant matters that derive from the reports produced.
7. To work as part of the team to review and evaluate service provision, ensuring continued improvements are applied and where necessary to manage, guide or direct less experienced staff.
8. To produce written reports and present these reports as necessary
9. To ensure that the needs of young people are taken into account when developing ways to support them to participate fully in the project.

**General**

1. This post is subject to an Enhanced criminal record disclosure check. This will be applied for through the relevant disclosure body depending on the geographic location of role.
2. Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the children and young people who come into contact with our services, or by appropriately reporting concerns about any child or young person.
3. To promote equality, inclusion, respect and fairness and where applicable to manage diversity in all areas of planning and service delivery, through an active involvement in implementing our equality and diversity policy.
4. To commit to IYS’s core aim of ‘keeping the child at the centre’, and to promote and incorporate IYS’s Participation Strategy as appropriate to your role.
5. To be familiar with and comply with Health & Safety procedures and policy. In the event of any serious risk, take immediate action to reduce this risk and inform line management.
6. IYS operates within a constantly changing environment and as such work priorities and targets may change. Management reserves the right to make reasonable changes to the job purpose and accountabilities.
7. Such other duties that occasionally arise, which fall within the purpose of the post.
8. To work cross functionally with other departments and countries to ensure that IYS’ Values and strategic objectives are achieved.

**Closing date: 3rd April 2023**

**Application Form**

If you wish to be considered for one of our vacancies, please complete this application in full and return it by the specified closing date/time to **recruitment@interculturalyouthscotland.org,** CVs will not be accepted. Please refer to the **job description** when you complete the personal statement section.

Please be aware that if there is a large volume of applications, Intercultural Youth Scotland may not inform candidates of the outcome of their application. If you have not heard from us within four weeks of the closing date, please assume that you have not been successful in your application.

Data Protection Notice: Intercultural Youth Scotland will use this information solely for the intended reason it was gathered. All copies, physical and electronic, will be destroyed six months after the closing date if the applicant is unsuccessful.

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| **Important** − **read carefully before submitting application**  I certify that all statements made by me in this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal.  |
| **Position applied for:**     |
| **1. Personal details:**  |
| First name:   | Surname:   |
| Address:   | Tel (home): Tel (mobile): Email:  |

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| **2. Employment history:**  |
| Name of current/most recent employer:   Address:  | Dates employed: From: To:  Present salary: Notice period:  |
| Position held:  |

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| --- |
| Outline of main duties and responsibilities:   |
| Reason for leaving or considering leaving:   |
|  **Previous employment:**  |
| Dates of employment: From/to:  | Employer:  |
| Main duties/responsibilities:  |

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| --- |
| Reason for leaving:  Employer: From/to: Job title: Dates of employment:  |
| Main duties/responsibilities:   |
| Reason for leaving:  |
| **3. Education**  |
| **Further/Higher Education**  |
| Institution’s name:  |

|  |  |  |
| --- | --- | --- |
| Qualification  | Subjects(s)  | Grade and year obtained  |
|  |   |  |
| **Further/Higher Education**  |
| Institution’s Name:  |
| Qualification  | Subjects(s)  | Grade and year obtained  |
|   |   |   |
| **Secondary Education**  |
| Institution’s name:   |
| Qualification: | Subjects(s)  | Grade and year obtained  |
|   |   |   |
| **Membership of professional bodies**  |
| Name of institution  |  | Date awarded  |
|   |   |   |
| **Specialised training (relevant to your application)**  |
|  |

4. **Personal statement**:

Use this section to show how your skills and experience **match the criteria indicated in the overview and responsibilities**. You should do this by **providing examples** to evidence how your **skills and experience** meet the job requirements. (Please limit this section to no more than 2 pages (of Arial 12pt font)

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| **5. Other information**   |
| Please use this section to provide any additional information you feel is relevant to your application e.g. voluntary work, personal achievements, other interests  |
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| **6. References**  |
| Please provide us two professional references. One must be your current/most recent employer. We will not contact referees without seeking advance permission from the applicant.  |
| **Employer’s name:**  Referee’s name: Position: Address: Phone number: Email: Relation to applicant: **Employer’s name:**  Referee’s name: Position: Address: Phone number: Email: Relation to applicant: |

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| **7. Additional information:** (Delete as appropriate)  |
| Do you have a full and current Driving License?  |
| Do you require a Work Permit to work in the UK?  |

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| *Please note our roles are subject to Disclosure Scotland clearance and you will be required to produce your certificate if you are appointed to the role or apply for such clearance prior to being confirmed in post.*  |
| **How did you first become aware of this vacancy? Please indicate only one.** ☐ **(Please specify) …………….**    |