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**LANDED Are Recruiting!**

**Job Title:** Volunteer Development Officer

**Location:** 3A King Street, Wishaw (with travel around Lanarkshire)

**Reports to:** Senior Development Officer/Service Manager

**Hours:** 37 hours per week, including some evening and weekend work

(This post is advertised as an 18-month fixed-term post. Future employment will be dependent upon securing additional funding.)

**Salary:** £26925 - £31725

**Job Role**

**LANDED Peer Education Service** is looking to recruit an enthusiastic, caring, and dynamic individual with excellent communication skills to join our existing team. The post holder will be responsible for recruiting and managing volunteers and developing our Volunteer Peer Education Programme.

LANDED Volunteer Peer Educators are the driving force behind all other strands of our work and are key stakeholders in everything that we do as an organisation. We are excited to be beginning a new chapter, working alongside our volunteers to improve & develop existing services & create new ones. The LANDED Peer Education Programme is a personal development training course for young people between the ages of 16-25 from Lanarkshire. For more information on this, visit [www.landed.info/volunteers](http://www.landed.info/volunteers).

**Organisational Profile**

**LANDED** is a Lanarkshire-based charity that raises awareness of youth health issues to encourage young people to take responsibility for their own health and well-being. There are four distinct strands to our work: Supporting young people to become efficient peer educators, raising awareness of health issues among young people attending groups in the community, increasing the knowledge, understanding and capacity of staff members through staff training delivery, and resource development – developing resources to support workshop and training delivery.

Applicants are encouraged to visit our website:[**www.landed.info**](http://www.landed.info) for more information on our organisation, and the work we do.

You are welcome to arrange an informal meeting or a call with us to discuss the role and meet the team before applying.

Please contact [**jacqui@landed.info**](mailto:jacqui@landed.info) to arrange a meeting, or to discuss anything about the role.

**CV’s with cover letter should be sent to** [**alayna@landed.info**](mailto:alayna@landed.info) **by Midnight on Monday the 25th of September 2023.**

**PLEASE NOTE:**

* The successful candidate must hold a qualification in a related field, for example, BA Community Development and relevant experience working with young people in a community setting.
* PDA Youth Work, HNC Working with Communities or a similar discipline, will be considered with 5+ years of relevant experience working with young people in a community setting
* The successful candidate must hold a full clean driving licence and have full access to a car as there is a requirement to be fully mobile throughout Lanarkshire with the ability to transport volunteers and equipment as required.
* A PVG check will be conducted on any successful candidate before employment commence.

**Application Timeline**

The closing date for applications is Midnight on Monday the 25th of September 2023.

Shortlisting will take place on Wednesday the 27th of September, and successful applicants will be invited to interview.

Interviews are anticipated to be on Thursday the 5th & Friday the 6th of October 2023.

**Further information**

Please contact [**jacqui@landed.info**](mailto:jacqui@landed.info) to arrange a meeting, or to discuss anything about the role.

**How to apply**

Please submit a CV and cover letter, clearly outlining your experience in relation to the advertised role. Candidates will be shortlisted based on the Person Specification.

For detailed information on the role download the Job Role Information Pack, from either *Goodmoves* or [**www.landed.info/vacancies**](http://www.landed.info/vacancies) to apply for this position.

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**PEER EDUCATION SERVICE**

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| **Job Title**: | **VOLUNTEER DEVELOPMENT OFFICER** |
| **Salary:**  **Term of Contract:**  **Hours of Work** | £26925 - £31725  This post is advertised as an 18-month fixed-term post.  Future employment will be dependent upon securing additional funding.  37 hours per week. Regular evening and occasional weekend work will be required. Extra time worked will be taken as time off in lieu (TOIL), negotiated in supervision. |
| **Line Management:** | Senior Development Officer / Service Manager |
| **Location:** | 3A King St. Wishaw. ML2 8BS |
| **Responsible to:** | LANDED Management Committee |
| **Job Summary:** | To recruit and support young people to participate in our LANDED Volunteer Peer Education Program which encourages young people from Lanarkshire to take responsibility for their own health, wellbeing and learning, and become active citizens in their local community. |
| **Organisational Profile**  **LANDED** is a Lanarkshire-based charity that raises awareness of youth health issues to encourage young people to take responsibility for their own health and well-being. There are four distinct strands to our work: Supporting young people to become efficient peer educators, raising awareness of health issues among young people attending groups in the community, increasing the knowledge, understanding and capacity of staff members through staff training delivery, and resource development – developing resources to support workshop and training delivery.  **Duties and Responsibilities of the role:**   * To recruit and support young people from Lanarkshire to become LANDED Volunteer Peer Educators. * To identify opportunities with partner agencies that will enhance the Peer Education Program. * To plan, co-develop and facilitate a varied training calendar for LANDED Volunteer Peer Educators. * To provide informal learning opportunities to LANDED Volunteer Peer Educators to increase knowledge and promote confidence in relation to risk-taking behaviours. * To provide 1-2-1 support to LANDED Volunteer Peer Educators and monitor their volunteering journey with monitoring tools. * To support volunteers to design and deliver peer-led workshops within community settings. * To co-design educational resources alongside LANDED staff and volunteers that raise awareness of risk-taking behaviours. * To facilitate workshops/training to volunteers and groups of young people within a variety of settings, e.g. schools, youth work, and training agencies. * To undertake monitoring, evaluation and reporting of programmes as required. * To build effective working relationships with relevant local and national networks. * To keep up to date with current policy and practice in relation to youth work, education and health. * To be responsible for the organisation and delivery of your own workload, diary and time management. * To develop engaging content for our social media and website * Participate in staff meetings, events and activities. * To identify future funding and development opportunities. * To undertake any other duties and responsibilities as identified through the development of the service.   This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the employee in this role. | |
| **Person Specification**  **POST: Volunteer Development Officer**   |  |  | | --- | --- | | **Essential** | **Desirable** | | **Experience and Qualifications** | | | * BA in Community Development or similar discipline * PDA, HNC or equivalent in Community Education, Youth Work Social Work, Health, or a related field * Professional attitude and values * Experience of working with young people * Experience of working in partnership with other organisations * A full UK driving licence, and access to a car | * Experience of recruiting & managing volunteers * Experience conducting 1-2-1 development meetings with volunteers * Experience of working with vulnerable young people * Experience in peer education * Experience of facilitating issue-based youth work e.g., drugs, alcohol, mental health * Experience of designing and developing training * Experience of developing engaging content and strategies for social media platforms – Facebook, Twitter & TikTok * Experience in providing training and/or group facilitation | | **Knowledge and Understanding** | | | * An understanding of best practices in relation to working with young people * Knowledge and understanding of evaluation and monitoring processes * An understanding of equal opportunities and non-discriminatory practice | * Knowledge of issues that affect young people * Knowledge of harm reduction approaches * Knowledge of health and social issues affecting vulnerable young people | | **Skills and Abilities** | | | * Work on own initiative and as part of a team * Excellent written and verbal communication * Good organisational and time-management skills * Computer literate with experience in Microsoft Office packages * To work flexible hours (including evening and weekend work) * Ability to work to organisational policies and procedures | * Experience of working within the voluntary sector * Training, facilitation, and group work skills with the ability to confidently hold the attention of an audience of young people * Experience with website development | | |