



The Role

Title: Youth Development Coordinator

Responsible to: Chief Executive

Hours: 37.5 hours pw

Salary: £24,493-£28,190

Benefits: 25 days holiday (plus stat holidays), employer pension contributions

Duration: Permanent

Location: Our office at 1 Waterfront Avenue, EH5 1SG, and other Scrán sites as needed

Role Purpose

This is a permanent role within Scrán Academy with the core purpose of **leading the personal and social development of young people by being the driving force of our Academy Programme.**

The successful candidate **will help change the lives of young people facing poverty** by supporting them through a year-long programme of non-formal learning in a youth work setting. The role is incredibly rewarding but also particularly challenging, as professional boundaries and responsibilities need to be balanced skilfully within compassionate, positive relationships. Candidates with demonstrable experience of this in a role supporting vulnerable groups will be at an advantage.

The post holder will act as a **critical relationship builder** and **point of contact for young people on the programme**, and be the operational link for families and referral partners, including schools.

The Youth Development Coordinator will be responsible for the **overall delivery and development of the Academy programme**, and for ensuring young people are engaged across our organisation.

This role embodies our values: We Love, We Trust, We Unite and We Lead:

We Love – the successful candidate will nurture young people. They will care deeply and see all behaviour as communication that deserves a dignified response. They will be non-judgemental and take a trauma-informed approach.

We Trust – the successful candidate will believe in the potential of young people. They will trust them to be the expert of their own life and circumstance. They will support young people to take responsible steps in learning, work and life.

We Unite – the successful candidate will courageously bring young people together. They will aim to create safe spaces where stepping outside comfort zones is supported and encouraged.

We Lead – the successful candidate will see all young people as leaders in their own lives. They will be ready to both lead and be led by young people. They will listen and provide a platform for young people to lead their learning and thrive.

Job Description

Key Responsibilities

- **Lead and develop the Academy Programme community education provision:**
 - Recruit young people to the programme through schools and youth work partnerships.
 - Be the main duty of care and contact for young people enrolled in the programme.
 - Inspire participants to believe in themselves, engage in our provision and champion their voices.
 - Plan and deliver a two day per week interactive provision by overseeing activities that develop young people's personal and social skills, employability and educational outcomes.
 - Co-lead on all safeguarding processes, ensuring they are embedded across the organisation and child protection procedures are followed at all times.
 - Connect young people with other agencies and signpost as required for additional support.
 - Mentor, coach and support young people to set individual development plans through 121-work as part of the Academy.
 - Lead on ensuring young people achieve qualifications, accreditation and other merits.
 - Lead on the evaluation of the Academy programme alongside the wider team.
 - Ensure all young people's information, needs, outcomes and feedback is captured, tracked and shared across the organisation as appropriate.
- **Manage and build strong youth partnerships:**
 - Be the day-to-day point of contact for schools and direct referral organisations.
 - Develop strong community relationships with external stakeholders (i.e. schools, colleges, and youth networks) and build Scran's profile in the youth work sector.
 - Assist in the planning and delivery of Scran Academy events & campaigns (e.g. pop-up restaurants, Scran Van events, Christmas Hampers, etc.)
 - Identify partners who can inspire and train young people.
 - Ensure a youth work approach to all Scran Academy activity with the wider team.
- **Contribute as part of the wider 'Team Scran' by:**
 - Engage in regular and ad-hoc meetings with the Scran Academy team.
 - Help oversee and deliver wider youth work programmes across our social enterprise work.
 - Undertake any necessary training and development.
 - Promote and engage with our social media and marketing of our work.
 - Carry out all duties in accordance with Scran policies and procedures.
 - Any other duties appropriate to the role as agreed with line manager.
 - Uphold the values and ethos of the organisation.

Personal Specification

Criteria	Essential	Desirable
Qualifications and Personal Development		
Demonstrable commitment to CPD	•	
Ready for Youth Work Qualification or above	•	
Experience in sector		
Minimum 2 years in a leading role in a youth-work or non-formal education setting	•	
Experience of tracking outcomes and attainment	•	
Basic understanding of accreditation processes - SQA, DYA,		•
Trauma informed with understanding of the impact of ACEs		•
Awareness of wider education landscape - GIRFEC, CfE		•
Financial Management		
Experience working to tight budgets		•
Competencies		
Quality focus – has high professional standards and a strong alignment to organisational objectives	•	
Communication – has the ability to communicate effectively with a wide range of stakeholders - including school partners and family members	•	
Organisation – plans thoroughly and keeps information orderly, trackable and secure.	•	
Decision making – shows dynamic problem-solving abilities	•	
Compassionate – caring and non-judgemental, with excellent listening skills	•	
Courageous – thrives outside comfort zone	•	
Administration		
Excellent IT skills and knowledge of Microsoft Office Applications		•
Strong organisational skills and experience of working to deadlines		•
Excellent attention to detail		•
Other		
Eligible to join PVG Scheme Membership Scheme	•	
Ability to travel between work locations and to work evenings and weekends when required	•	
Experience of working in a third sector organisation		•
Experience of working with disadvantaged groups and/or young people.		•

Interested candidates should email a CV and a cover letter, **no more than one side of A4**, to will@scranacademy.com. The deadline for applications is the 30th November, with interviews taking place on the 5th and 7th December