



Job Description & Person Specification

JOB TITLE	Denny YMCA Youth Programme Coordinator
RESPONSIBLE TO	National Programme Director
SALARY	Grade C1 - £28,197
HOURS	35 hours per week (Please note that some evening/weekend work will be required)
HOLIDAY ENTITLEMENT	35 days per year including public holidays
WORK LOCATION	Denny YMCA, West Boreland Road, Denny

About YMCA Scotland

We are the national voice for 28 local YMCAs working with over 10,000 children and young people each week. 80% of our YMCAs work in communities with the highest levels of social, economic, health and education needs. Working in the heart of communities, YMCA supports children, young people, and their families to achieve their fullest potential.

We are part of the global YMCA movement serving more than 65 million people in 120 countries regardless of age, race, gender, sexual orientation, or socio-economic background.

Our Global YMCA vision is a world where every person lives in harmony with self, with society and with creation.

Our YMCA Scotland mission is to empower young people and communities to build a just, sustainable, equitable and inclusive Scotland, where every person can thrive in body, mind, and spirit.

YMCA is an inclusive Christian youth organisation, open to people of all faiths and none and we work to transform the lives of children and young people, empowering them to create positive change in their lives and communities. We work with all children and young people in a non-judgemental and supportive manner.

Today, we provide opportunities for individuals to encounter the Christian faith through experiencing Christian values as embodied in our work.

Job Description

Based at Denny YMCA, the post holder will be part of the YMCA Scotland national staff team, supported by the resources and skills of the national office. The post will have a dual focus.

1 Deliver a national YMCA programme called 'Y's Girls Mentoring' in Denny

This post is part of the national Y's Girls Mentoring programme and will involve working with YMCA colleagues across the UK who are delivering the programme. Y's Girls Mentoring is an early intervention programme aimed at supporting and improving young women's mental health. The post holder will recruit, train and support a team of volunteer mentors. The role involves engagement with other professionals to ensure appropriate referrals, safeguarding processes and monitoring of progress throughout the mentoring relationship.

The post holder will contribute to the national Y's Girls programme to record and monitor outcomes and to deliver best practice and engage in peer support, as well as work towards developing the evidence base for mentoring in the field of early and effective intervention across the UK.

2 Grow the youth work programme at Denny YMCA

Denny YMCA is a small local YMCA based in the heart of the local community. The premises provide a great community asset and the Board of Management is keen to see the youth work programme grow in response to community need.

The post holder will work with the volunteer board of management to identify and grow new youth work opportunities. The post holder will also support YMCA Scotland's Income Generation Officer to identify and target sustainable funding opportunities to grow and extend the work of Denny YMCA.

Key Responsibilities:

1. Recruitment, training and on-going support for a team of volunteer mentors.
2. Delivery of training, recruitment, support and development activities for volunteer mentors.
3. Effective management of all aspects of the project to support children, young people and families.
4. To ensure 100% data required is collected and recorded on to relevant reporting databases.
5. To support and engage with the local and national programme evaluation and development of best practice.
6. Play a key role with professional partners in the identification, referral and monitoring of young people and ensure safeguarding policies and procedures are upheld.
7. Effective representation of Denny YMCA and the national Y's Girls programme to professional partners, community organisations and in dissemination of programme outcomes.
8. Effective management of all aspects of the project including administration, budgeting and data collection.
9. Effective implementation and management of best practice policies and procedures.
10. Participation in monthly line management meetings with and accountability to your line manager.
11. Participation in YMCA Scotland staff meetings and other national and residential events.
12. Participation in Y's Girls national Programme events, including meetings, training and peer support.
13. Other tasks appropriate to the role of Project Coordinator as required by your line manager.

Person Specification

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of working directly with young people between the ages of 8-25 for at least 3 of the past 5 years.</p> <p>Evidence of effective contribution to project delivery and interagency partnership working in a youth work setting.</p> <p>Experience of working with marginalised young people.</p> <p>Relevant project management/volunteer management experience.</p>	<p>Experience of working with families/parents.</p> <p>Experience of managing volunteers.</p>
QUALIFICATIONS & KNOWLEDGE	<p>Relevant third level youth work/ social work/ education qualification.</p> <p>Full driving licence.</p> <p>Knowledge of core principles of youth work and of cognitive behavioural approaches.</p> <p>Knowledge of local community.</p>	<p>First aid qualification</p> <p>Evidence of undertaking opportunities for personal and professional development in a range of relevant areas.</p> <p>Specific training related to young people and mental health.</p>
SPECIAL SKILLS <ul style="list-style-type: none"> ● Delivery ● Leadership skills ● Evaluation skills ● Communication skills ● Interpersonal skills 	<p>Excellent organisational skills.</p> <p>The ability to engage meaningfully with diverse young people and their families.</p> <p>Evidence of effective teamwork and leadership.</p> <p>Ability to empathise with, lead and motivate adults and young people.</p> <p>Experience of collecting data for monitoring and evaluation.</p> <p>Ability to communicate clearly and professionally in a variety of formats.</p> <p>Good interpersonal skills and the ability to motivate others.</p>	<p>Ability to design and develop innovative youth programme.</p> <p>The confidence and ability to engage effectively with a broad range of groups</p> <p>Experience of digital communications.</p> <p>The ability to inspire young people.</p>
PERSONAL QUALITIES	<p>Flexible and adaptable.</p> <p>Commitment to working evenings and weekends as required.</p>	<p>Evidence of the ability to work in a demanding environment with minimal supervision.</p>

	Demonstrates independence, self-motivation and initiative. Ability to prioritise and manage multiple demands. Ability to manage time effectively.	Positive and creative approach.
VALUES	A commitment to communicating the Christian values and mission of YMCA Scotland Demonstrate an understanding of key issues concerning girls aged 9-14 and the impact of intersectionality.	Personal/professional commitment evidenced through training/experience to understanding equality, diversity and inclusion and how they will champion these in this role.

Applications:

Applications should be made using the YMCA Scotland application form. Please note that CVs will not be accepted. The deadline for receiving applications is **Wednesday 6 December 2023**.

THIS POST IS SUBJECT TO A SATISFACTORY PVG CHECK



APPLICATION FORM IN CONFIDENCE

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. CV's will not be considered.

1 JOB DETAILS

Post applied for: **Denny YMCA Youth Programme Coordinator**
Location: **Denny YMCA, West Boreland Road, Denny**

2 PERSONAL DETAILS

Surname

First name
(*initial only*)

Address

Telephone

Postcode

Work
May we contact you there? **YES/NO**

Email

Are you a settled worker (i.e., do you have the permanent right to work in the UK – for example as a British or EEA citizen)?

Yes No

If no, do you already have temporary permission to work in the UK?

Yes No

If yes, please specify your visa type and visa end date:

If appointed, when could you take up the position?

If you are currently employed, what notice period are you required to give?

Have you had any previous contact, or do you have any current contact with the YMCA?
YES/NO

If Yes, please give details

Do you hold a current UK driving licence? **YES/NO**
(*a full driving licence is not required for this position*)

Please state where you first saw this vacancy?

3 EDUCATION, TRAINING AND DEVELOPMENT

Please list your academic and relevant qualifications, and dates passed

Qualifications gained	Date	Place of study

Please describe other relevant learning opportunities, e.g., training courses

Learning Opportunity	Date	Place of study

4 EMPLOYMENT INFORMATION

Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards

Dates of Employment	Employer Name & Address	Position and Main Responsibilities

6 SUPPORTING INFORMATION

Please detail how you meet the person specification for this position, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this position

(continue on additional sheet if necessary)

7 REFERENCES

Please give the name and address of two referees, one of whom should be your current or most recent employer who can comment on your suitability for this position. If you were known by a different name, please also state this. No reference will be sought without your consent

Referee 1	Referee 2
Name	Name
Position	Position
Address	Address
Telephone No	Telephone No
Email	Email
In what capacity does this person know you?	In what capacity does this person know you?

8 DECLARATION

I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the organisation will retain the form for as long as is deemed necessary and that the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

SIGNED

(Please use first name initial only)

DATE

Please note the closing date is 5pm Wednesday 6 December 2023

Please return completed application forms to jillian@ymca.scot



EQUALITY AND DIVERSITY MONITORING FORM

YMCA Scotland is an equal opportunity employer both in the provision of services and as an employer of staff and volunteers. We recognise the benefits of a diverse community and are committed to being an inclusive organisation where everyone is treated with respect, dignity and where there is equal opportunity for all.

To help us monitor our equal opportunity and diversity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure; it is used only for monitoring purposes. This sheet will be separated from your application form before short-listing.

Post applied for

Please tick the appropriate box

Gender

Man		Female		Non-binary	
Intersex		Prefer not to say		If you prefer to use your own term please specify here	

Age Range

up to 25 26-35 36-45 46-55 56 and over

Would you describe yourself as having a disability or health condition?

Yes		No		Prefer not to say	
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Under the Equality Act 2010 a disability is described as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please state here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your ethnic group?

Please choose ONE section from A to F, and then circle the appropriate box to indicate your background

- A White**
British
English
Scottish
Welsh
Northern Irish
Other, please write _____

- B Mixed/Multiple Ethnic Groups**
White & Black Caribbean
White & Black African
White & Asian
Any other mixed background, please write _____

- C Asian/Asian British**
Indian
Pakistani
Bangladeshi
Chinese
Any other Asian background, please write _____

- D African/Caribbean/Black/Black British**
Caribbean
African
Any other African/Caribbean/black background, please write _____

- E Other Ethnic Group**

Arab
Any other background, please write _____

- F Prefer not to say _____**

I understand that this information may be stored and processed as part of the YMCA's monitoring of equal opportunities and diversity as part of the recruitment procedure and give my consent for my details to be used for this purpose

Signature.....

Date.....