

THE LARDER

Youth Work Project Co-ordinator INFORMATION PACK



The Larder West Lothian
Registered Charity SC042554
Company Number SC404466
www.thelarder.org

**Fighting Poverty and Hunger
with Dignity.**

**We recognise that education is
critical and food is empowering
in supporting disadvantaged
people to transition from
surviving to thriving.**

**We Solve Tomorrow's Problems,
Today.**

ABOUT THE LARDER

The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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MISSION

OUR VALUES

We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



TRANSFORMATION

We believe in the power of learning and food to create change for individuals



COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



COLLABORATION

We recognise the importance of working with others to achieve change



HONESTY

We act with honesty in leadership, decision making, policies and practice



QUALITY

We provide high quality services supporting those most vulnerable in society.

ROLE PROFILE

Do you want to work for a social enterprise that thrives on making a difference to the lives of the most disadvantaged young people, adults and communities? Are you passionate about all people being able to reach their full potential and generating creative solutions to the barriers they face?

We are recruiting for an experienced and dynamic Project Co-ordinator to join our award winning training team to develop and establish our new Youth Enterprise Support Programme (YES).

The role is instrumental in the continued development of our training academy for young people and adults experiencing complex and multiple barriers to reaching their full potential. Last year we supported 350 children, young people and adults with 100% telling us they were more confident, 93% gaining qualifications and 81% reaching a positive destination.

The Project Co-ordinator will be responsible for Developing two, co-produced enterprise training programmes with young people being involved in the design, development and delivery of the projects:

Shooting Stars and Slippery Slopes board game, raising awareness of gambling in a fun and engaging way.

Adapting the workplace for Neurodivergence - to raise awareness with employers on how to support young people and adults who are living with neurodivergence into sustainable employment. The programmes will be designed and delivered by young people with lived experience.

The successful post holder will be responsible for developing the project from scratch, recruiting young people and developing the ideas as enterprising projects that can be sustainable beyond the funding period of two years.

The YES programme Project Co-ordinator will recruit and support 20 young people to co-produce and deliver an enterprise project.

The successful candidate will have strong youth work skills and at least three years experience of working with young people in co-production. We are also looking for someone who can work on a strengths based model of youth work and has an understanding of social enterprise.

This is a great opportunity to work for one of Scotland's leading social enterprises and training providers where you will have the opportunity to develop this exciting project and your own skills.

We are a small, friendly can do team and we are sometimes all hands on deck, so we are looking for someone who is flexible and willing to contribute to the success of the whole organisation.

As a member of The Larder Team, you will be reliable, enthusiastic and capable of positive interaction with all stakeholders and colleagues and remain consistent with our company ethos and focus. You will have excellent communication skills, and able to engage with young people in an understanding and professional manner.

Experience for the role is required and a willingness to participate in further development is essential.

The post is rewarding and you will be part of a wider team that includes training and support staff based in various locations.



JOB DESCRIPTION

- Develop a project plan with timescales and milestones.
- Monitor and report on the project progress to team, management and funders
- Recruit train and support volunteers
- Recruit and support young people to take ownership of the design, development and delivery of the project
- Develop and deliver workshops and group work sessions that support young people to take ownership of the project
- Develop an enterprising model with young people that supports the sustainability of the project
- Contribute to the creation of an inclusive, co-produced and compassionate learning environment,
- Support young people to assess their needs and develop an action plan, using a variety of tools and methods
- Project manage the learning journey including development, planning, promotion, recruitment, delivery, monitoring, evaluation and progression.
- Record keeping of all agreed information required for the organisation and funders
- Develop relationships with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society
- Develop and maintain partnerships with public, private and third sector organisations to ensure that our learners have every opportunity to develop their personal, social and educational ability.
- Shared responsibility for capturing feedback from young people and stakeholders of the difference our learning makes.
- Adhere to all health and safety procedures to ensure safe and healthy learning

Managing Self

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with the Director of Training to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Work closely with colleagues to ensure full use of available skill sets and resources to ensure the best quality of services
- Develop personal networks and ensure that key members of this network are aware of the benefits of working in partnership with The Larder.

Shared Responsibilities

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
 - Take appropriate responsibility to ensure the health and safety of self and others.
 - Pursue the achievement and integration of equal opportunities throughout all activities.
 - Ensure that The Larder values are lived out by staff and young people
 - Undertake any other tasks and responsibilities appropriate to the level of this post.
 - Comply with all Larder policies and procedures
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This role will involve engaging with young people who will volunteer to access the support they need in their social and personal development and you will take part in training, supervising, working with and/or being in sole charge of children and young people. The successful applicant will therefore be required to be a member of the PVG scheme.

The Larder is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment. This post will be subject to a successful disclosure application.

As a small organisation we offer the benefits of working in a team that is committed to making a difference to the people that we work with. We also offer the following terms and conditions:

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation

To apply for the post, please send a tailored CV and covering letter to recruitment@thelarder.org

The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.

Job Title: Youth Work Project Co Ordinator (YES Project)

Reports To: Director of Training

Contract: Full-time, Permanent (6 months probation period)
Will consider part time and/or flexible working - Fixed term contract for two years from start of contract - potential for future funding to be continued

Hours: 37.5hours per week (weekend and evening work may be required)

Salary: £26,135 - £27,643 (under review for April 24' onwards)

Location: West Lothian (May require travel outside of West Lothian to Central Belt Scotland)

****Closing Date: Monday 29th January****

Interview Dates: Shortlisting starts Tuesday 30th January and interview date(s) week commencing 5th February. We will contact all candidates by Friday 2nd February to confirm if selected for interview.

Requirements	Essential	Desirable
Qualifications		Project Management Qualification
Knowledge and Experience	<ul style="list-style-type: none"> • Minimum of 3 years experience as a youth worker • Experience of project management • Experience of individual needs assessment, monitoring and evaluation of individual change and programme success • Experience of group work and building on strengths of young people • Developing and Delivering face to face training 	<ul style="list-style-type: none"> • Knowledge of Trauma informed, Adverse Childhood Experiences and Restorative Approaches of working with young people • Assessor qualification • Lived Experience of neurodiversity • Understanding of social enterprises
Skills	<ul style="list-style-type: none"> • The ability to listen without judgement • The ability to be sensitive in difficult situations • Excellent verbal and written communication skills • Organisational skills • Budgeting and project management skills • The ability to encourage and inspire others • Strong IT skills 	
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated with a 'Can do' attitude • An ability to remain calm and maintain a positive outlook whilst working under pressure. • To be able to work as part of a wider team. • Flexible and adaptable to the needs of the young people • Creative & Innovative • Commitment to continued learning and development. • Promotes equal opportunities 	<ul style="list-style-type: none"> • Clean driving License

THE LARDER

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