

**Job Description**                      Young Start Progressions Programme

**Employer:**                              Pavillion (Greater Easterhouse)  
**Programme:**                              Young Start Progressions Programme  
**Title:**                                        Programme Coordinator  
**Reports to**                                Manager  
**Salary:**                                    £25,480 p.a. pro rata  
**Hours:**                                    20 hours per week, varying, including daytime, evening, weekends.  
**Pension:**                                3% contributory pension.  
**Contract:**                                2-year fixed term contract

### **About us**

The Pavillion is a youth organisation that provides a safe and fun environment for children and young people in the Easterhouse area of Glasgow. We provide activities and life skills for the young people including sports, arts and crafts, drama workshops, volunteering opportunities, girls/boys issue based groupwork sessions, drug and alcohol workshops, mental health groupwork sessions, cooking and healthy living. We help reduce social isolation in the community and promote positive friendships and social skills in our young attendees. Our aim is to create, support and inspire the young people by providing them with opportunities, skills and activities.

We are a fast-paced and progressive organisation that aims to support children, young people, their families and the wider local community through the provision of positive activities and opportunities.

The Pavillion supports and serves its community by; ***continually striving towards an inclusive facility; being a progressive organisation that meets the needs of its community and being a knowledgeable and informed organisation.***

We are a key member of Blairtummock & Rogerfield Partnership; a collaboration of local community based organisations schools, nurseries and the college. We work collaboratively to improve the life chances and opportunities for people living in the communities we serve. As a group of partners, we work across all ages which makes this opportunity exciting, innovative and forward thinking.

### **About the Project**

The 'Young Start Progressions' programme at 'The Pavilion' will be a dynamic 2-year programme, led by young people, supported by staff and volunteers and by existing and new partnership opportunities. Our three-pronged approach aims to empower young individuals across various stages of their development:

**Primary/Secondary Transitions Programme:** We will provide support for P7, S1, and S2 young people as they transition from primary to secondary school, fostering empowerment, confidence, and improved self-esteem in a non-school environment.

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**Volunteer Mentoring Programme:** Expanding on our successful volunteering mentoring initiative, we offer diverse opportunities for young volunteers, connecting them with roles both within Pavilion and through our network of school partnerships and community collaborations.

**Attainment Programme:** Focused on enhancing pathways for Junior and Senior Club participants, we integrate life skills development seamlessly into existing activities. From goal-setting exercises, certificated activity programmes to accredited learning and further training opportunities.

**Purpose of Job**

We are seeking a Programme Coordinator to lead the delivery of this project as well as managing the Attainment Worker & Volunteer Development Worker posts attached to this project.

Being creative, innovative and ideas driven, to support delivery of multiple programmes of activity and be able to forge strong positive relationships with partners are key attributes for this post. The postholder will be responsible for taking a coordinated approach to implementing activities with young people that address the key identified issues affecting them, ensuring their needs are addressed and pathways created that help them to succeed.

The postholder should have experience working with a range of age groups and are able to demonstrate experience in taking a youth-led approach to service delivery.

**Job Role and Responsibilities:**

This is a demanding but fulfilling role that will see the postholder provide effective management and leadership to the team. The responsibilities have been placed into 6 key areas as follows:

<p><b>Programme Coordination</b></p>	<p>Oversee the implementation and coordination of the 'Young Start Progressions' programme at 'The Pavilion'.</p> <p>Ensure the programme takes a youth-led approach, facilitated by staff and volunteers, and aligns with organisational objectives.</p> <p>Effectively communicate, listening and responding appropriately, ensuring staff and volunteers are regularly updated, using a variety of methods such as emails, and attendance at Project and Partnership meetings.</p> <p>Rotate presence across programme delivery settings</p> <p>Clearly define and separate tasks, create timelines and report progress relating to task delivery</p> <p>Communicate regularly with senior managers, staff, volunteers and funders, for the effective and smooth operation of the Young Start Progressions Programme.</p>
<p><b>Staff Management</b></p>	<p>Supervise and support staff involved in program delivery, providing guidance and training as needed.</p> <p>Foster a positive work environment that values diversity and promotes teamwork and collaboration among staff members.</p>

<p><b>Programme Development</b></p>	<p><b>Transition Support Programme:</b> Develop and deliver a programme supporting the transition of P7, S1, and S2 students from primary to secondary school.</p> <p>Utilise core elements of the Peer Wellbeing Programme to address young people's needs and aspirations, fostering empowerment and confidence.</p> <p><b>Volunteer Mentoring &amp; Partnerships:</b> Expand the Volunteer Mentoring Programme to provide diverse opportunities for young people within Pavilion and through external partnerships.</p> <p>Establish and strengthen partnerships with schools, youth networks, and community organisations to enhance volunteer engagement and programme reach.</p> <p><b>Attainment Programme Development:</b> Design and implement an Attainment Programme aimed at improving pathways and progression opportunities for young people, particularly in Junior and Senior Club settings.</p> <p>Collaborate with Glasgow Kelvin College to offer certified goal-setting and accredited training activities, allowing young people to shape their learning goals within Pavilion's supportive environment.</p>
<p><b>Monitoring, Evaluation &amp; Reporting:</b></p>	<p>Establish monitoring and evaluation mechanisms to assess programme effectiveness and impact, collecting feedback for continuous improvement.</p> <p>Provide regular statistical and qualitative reports to Senior Management, contributing to funding reports and Board of Trustees reports.</p> <p>Ensure all daily paperwork is completed on time and recorded to Upshot®</p>
<p><b>Budget Management &amp; Resource Allocation:</b></p>	<p>Manage the programme budget efficiently, working with the Project Manager to allocate resources to support programme delivery while ensuring financial sustainability.</p> <p>Monitor expenditure, maintaining accurate documentation of financial transactions and adhering to organisational policies and procedures.</p>
<p><b>Care for the health, safety and welfare of your people.</b></p>	<p>To ensure activities are delivered in line with Health and Safety guidelines, for example ensuring Activity Risk Assessments are followed and general health and safety, safeguarding &amp; adult and child protection policies/guidance is adhered to.</p>

	Gathering and safeguarding important information in line with GDPR and data protection laws and to always uphold confidentiality.
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**Person Specification:**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education or equivalent experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Community/Youth work, or equivalent in a related field</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting adults/children and young people in an informal environment.</li> <li>• Can demonstrate a knowledge of the basic principles of Community Development</li> <li>• Experience of being part of and developing partnerships.</li> <li>• An understanding of the importance of safeguarding and providing a safe environment for young people and data protection/GDPR</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of current environmental issues and strategies</li> <li>• Has a working knowledge and experience of the Principles of Youth Work</li> <li>• Knowledge and understanding of social and environmental issues including effects of poverty and child poverty in the area.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills, both written and verbal</li> <li>• Experience of designing/facilitating/over-seeing activities in an adult/child/youth environment.</li> <li>• Good standard of ICT skills.</li> <li>• Creative approach to activities to promote engagement.</li> <li>• Ability to handle sensitive issues with tact &amp; diplomacy.</li> <li>• Experience in safeguarding adults/children and young people.</li> <li>• Experience of working in partnership to deliver programmes of activity.</li> <li>• Ability to listen to and engage with our families/children and young people in a positive, supportive way.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of monitoring and evaluation processes – contributing and supporting the planning, delivery, and evaluation of activities and programme.</li> <li>• Experience in supervising and leading a team.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated with a 'Can do' attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative &amp; Innovative</li> </ul>

	<ul style="list-style-type: none"><li>• An ability to remain calm and maintain a positive outlook whilst working under pressure.</li><li>• To be able to work as part of a wider team.</li><li>• Flexible and adaptable to the needs of the Families/children &amp; young people</li><li>• Commitment to continued learning and development.</li><li>• To be available to work flexible hours including evenings and weekends</li></ul>	
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