

**Job Description:** - Young Start Progressions Programme

<b>Job Title:</b>	<b>Volunteer Development Worker</b>
<b>Place of Work:</b>	<b>The Pavillion (Greater Easterhouse)</b>
<b>Salary:</b>	<b>£ 23,660 p.a. pro rata</b>
<b>Hours:</b>	<b>Part time 17.5 hours</b>
<b>Pension:</b>	<b>3% contributory</b>
<b>Contract:</b>	<b>2 years fixed term contract</b>
<b>Responsible to:</b>	<b>Line Manager</b>

**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' is a dynamic initiative aimed at empowering young individuals. Led by young people and supported by staff and volunteers, this project encompasses three key areas: assisting with primary-secondary school transitions, expanding volunteering opportunities, and enhancing pathways for personal and professional development.

Purpose of the Job: The Volunteer Development Worker plays a pivotal role in delivering a programme of volunteering opportunities for young people involved in our clubs and programmes.

Their primary focus is to help participants attain recognized qualifications through volunteering and celebrate their achievements while creating pathways for their progression.

The Volunteer Development Worker will be a dynamic and confident people person, able to sensitively train and support volunteers throughout their journey with The Pavillion, as well as being able to recruit new volunteers and new volunteering opportunities.

**The aim is:**

- To develop and inspire young people
- To promote volunteering, attainment and progression opportunities for young people
- To recognise and celebrate young people's achievements and contributions as volunteers
- Create pathways for young people to progress and experience new opportunities that help foster and develop their life skills

**The Outcomes are:**

- Increased volunteering activities in a community setting
- Increase leadership and mentoring within a community setting

**Job Role:**

We are seeking to appoint a Volunteer development worker for our Progressions programme. The Volunteer development worker will be able to train and support volunteers throughout their journey at The Pavillion, as well as being able to find, recruit and induct new volunteers as the charity continues to expand. The volunteer development worker will also seek volunteering opportunities outwith The Pavillion for volunteers wishing to expand their skill set.

The volunteer development worker will recruit and train volunteers and provide ongoing support, supervision and training. They will raise awareness and promote volunteering opportunities within The Pavillion and partner agencies.

**Main Duties and Responsibilities:**

- Identify suitable volunteering opportunities across Pavilion's programmes for young people.
- Match participants to volunteering opportunities and develop personalised plans, tracking their progress.
- Support the creation of progression pathways for young volunteers, ensuring their needs are met.
- Collect evidence and maintain electronic portfolios in collaboration with staff and use Management Information System (Upshot) to monitor programme activities and demonstrate learner progression.
- Deliver workshops and training sessions that help foster personal and professional growth amongst volunteers



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- Work with community partners to identify and expand the number of volunteering opportunities young people can engage in.
- Facilitate activities that meet the needs and aspirations of young people.
- Produce timely project reports when requested to meet agreed deadlines.
- Participate in regular supervision and appraisal reviews with line Manager.
- Participate in staff training and development.
- Undertake any other duties as requested by your Line Manager for the benefit of The Pavilion.

**Person Specification: Volunteer Development Worker**

	<b>Essential Criteria:</b>	<b>Desirable Criteria:</b>
<b>Education and Qualifications / Specialised Training:</b>	<ul style="list-style-type: none"> <li>• Relevant training or certification in youth work, education, or a related field.</li> <li>• Working knowledge of developing volunteering opportunities that link with accredited Youth award schemes</li> </ul>	<ul style="list-style-type: none"> <li>• Higher education qualification in a relevant field.</li> <li>• Additional training in mentoring, volunteering or youth engagement.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Ability to effectively manage a wide array of tasks and responsibilities.</li> <li>• Strong organisational skills.</li> <li>• Strong communication skills, both verbal and written, including IT literacy.</li> <li>• Ability to act in a calm and professional manner.</li> <li>• Ability to learn from experience.</li> <li>• Flexible approach to work.</li> <li>• Reliable and enthusiastic</li> <li>• Ability to promote volunteering opportunities</li> <li>• Ability to motivate others</li> <li>• Ability to work on own initiative and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop delivery expertise in a youth work setting</li> <li>• Commitment to personal and professional growth.</li> <li>• Innovation in youth engagement.</li> </ul>
<b>Availability:</b>	<ul style="list-style-type: none"> <li>• Available to work evenings and weekends.</li> </ul>	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with vulnerable people</li> <li>• Have understanding of issues faced by young people</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a community setting or youth-focused organisation.</li> </ul>



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	<ul style="list-style-type: none"><li>• Proficient in engaging with young people in community setting.</li><li>• Experience of working in partnership with other agencies</li><li>• Experience of planning and delivering training for volunteers</li><li>• Experience of supervising volunteers</li><li>• Skilled in working with individuals and groups.</li><li>• Experienced in safeguarding children and young people, prioritising their safety and well-being.</li><li>• Able to use Management Information Systems to record, track, report, and evaluate activities and programmes, demonstrating learner progression.</li><li>• Can apply youth-led approaches to shape the design of programmes and activities.</li><li>• Can create ways to ensure young people's voices are heard and their needs, interests, and aspirations are supported, fostering ownership and leadership.</li></ul>	<ul style="list-style-type: none"><li>• Experience delivering accredited training to young people.</li><li>• Experience of working within the voluntary sector</li><li>• Experience of recruiting, training, supporting and developing volunteers</li><li>• Volunteer or peer mentoring experience.</li></ul>
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