

## Job Description – Young Start Progressions Programme

<b>Job Title:</b>	<b>Attainment 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 the project

The 'Young Start Progressions' programme at 'The Pavilion' will be a dynamic initiative led entirely 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.

**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.

### Aim of the Attainment Programme:

The overall aim of the Attainment Programme is to deliver a programme of services to target and support young people in the Easterhouse area of Glasgow by helping them to attain a recognised qualification and gain recognition for the learning and development they have achieved by taking part in our programmes.

**The aim is:**

- To develop and inspire young people
- To promote attainment and progression for young people and provide pathways including volunteering opportunities
- To recognise and celebrate young people's achievements
- Create pathways for young people to progress

**The Outcomes are:**

- Accredit non-formal learning through voluntary activity in the community
- Increase leadership and mentoring

**Job Role:**

We are seeking to appoint an Attainment Worker to help each participant is matched to an award and has a personal development plan and tracked learner journey.

Working across our range of programmes the Attainment Worker will work with young people identifying the best fit for the specific awards and the individual activities. The successful candidate will work alongside staff to collate evidence and ensure that electronic portfolios are kept up to date with all evidence captured.

The Attainment Worker will assist staff, volunteers and young people to help ensure targets are achieved and progression pathways created for young people, supporting them to overcome barriers to participation and learning.

**Main duties and responsibilities:**

Through and within existing Pavillion programme sessions, the Attainment Worker will: -

- Match participants to awards and develop personalised plans, tracking their progress.
- Identify suitable awards and activities across Pavillion's programs for young people.
- Collect evidence and maintain electronic portfolios in collaboration with staff.
- Support the creation of progression pathways, ensuring targets are met.
- Engage with young people in community or educational settings, prioritising their safety.
- Use Management Information Systems to monitor program activities and demonstrate learner progression.
- Deliver workshops and training sessions to foster personal and professional growth.
- Innovate youth engagement through volunteer collaboration and additional training.
- Utilise workshop expertise to create engaging learning experiences.
- Collaborate with community partners to expand program impact.
- 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

- Any other duties as requested by your Line Manager for the benefit of The Pavillion

**Person Specification: Attainment Worker**

<b>Essential Criteria:</b>	
<b>Education and Qualifications:</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 Youth Achievement, John Muir, and Hi5 award schemes</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>• Skills in effective and efficient time management.</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> </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>• Proficient in engaging with young people in community or educational settings, collaborating with external organisations and stakeholders.</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 programs, 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> <li>• Successful in facilitating youth-led initiatives that enhance participant leadership.</li> <li>• Collaborative experience with young people to tailor programs</li> </ul>
<b>Desirable Criteria:</b>	
<b>Higher Education:</b>	<ul style="list-style-type: none"> <li>• Higher education qualification in a relevant field.</li> </ul>
<b>Specialised Training:</b>	<ul style="list-style-type: none"> <li>• Additional training in mentoring, leadership, or youth engagement</li> </ul>



*Create, Support, Inspire*

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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Previous work in a community setting or youth-focused organisations.</li><li>• Experience delivering accredited training to young people.</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>• Workshop delivery expertise.</li></ul>
<b>Attributes:</b>	<ul style="list-style-type: none"><li>• Commitment to personal and professional growth.</li><li>• Innovation in youth engagement.</li><li>• Volunteer or peer mentor collaboration experience.</li></ul>