



## The Role

**Title:** Academy Programme Lead

**Responsible to:** Chief Executive

**Hours:** 30 hours pw (0.8FTE)

**Salary:** £33,408-£36,931 pro-rata (£26,726-£29,544)

**Benefits:** 25 days holiday (plus stat holidays), employer pension contributions

**Duration:** Permanent

**Location:** Our office at 1 Lochside View, EH12 9DH and other Scrان sites as needed

## Role Purpose

This is a permanent role within Scrان Academy with the core purpose of **leading and managing the delivery and development of our Academy Programme.**

The successful candidate **will help change the lives of young people facing poverty** by supporting them through a year-long programme of learning in a youth work setting. Each year the post holder will **support a cohort of 15 young people at S4 and S5** to guide their own education and gain positive experiences through a blend of vocational training, accreditation, 1-2-1 delivery and outcomes-driven youth work.

We are an organisation committed to the welfare and safety of young people. The Academy Programme Lead will be a **co-lead in our safeguarding processes**, and be a key player in ensuring child protection is paramount across the organisation.

We are a youth-led organisation. Young people come to us to learn in a bespoke way. They set their own outcomes and goals, and co-design the nature of the programme accordingly. This means both **relationship-building and record-keeping are absolutely central** to the role. Using a Theory of Change approach, the post holder will be expected to compassionately support young people to dream big, developing unapologetically ambitious goals and achieving meaningful steps towards them, tracking impact along the way through tailored planning, delivery and evaluation.

We are an independent SQA centre, allowing us to offer young people the opportunity to gain qualifications outside of the classroom. **Leading a team of youth workers**, the post holder will design and deliver exciting, experiential learning sessions for the programme that maximise positive impact for young people. They will also **proactively engage in all necessary compliance and training required for the SQA**, and ensure continuous capture and celebration of young people's progress.

Our success is underpinned by our catering social enterprise, and we provide real-life work experience and confidence-boosting opportunities that shift power dynamics, create trust through responsibility, and establish pride and a positive regard for work. The Academy Programme Lead will be **key to ensuring young people are engaged with opportunities** across our organisation.

The post holder will act as a **critical relationship builder** and **point of contact for young people on the programme**, and be the operational link for families and referral partners, including schools.

It is expected that the successful candidate will bring a wealth of experience and expertise to the role and demonstrate a commitment to excellence in all aspects of the job.

**This role embodies our values: We Love, We Trust, We Unite and We Lead:**

**We Love** – the successful candidate will nurture young people. They will care deeply and see all behaviour as communication that deserves a dignified response. They will be non-judgemental and take a trauma-informed approach.

**We Trust** – the successful candidate will believe in the potential of young people. They will trust them to be the expert of their own life and circumstance. They will support young people to take responsible steps in learning, work and life.

**We Unite** – the successful candidate will courageously bring young people together. They will aim to create safe spaces where stepping outside comfort zones is supported and encouraged.

**We Lead** – the successful candidate will see all young people as leaders in their own lives. They will be ready to both lead and be led by young people. They will listen and provide a platform for young people to lead their learning and thrive.

**See below for Job Description, Personal Specification and application process:**

## Job Description

### Key Responsibilities

- **Develop and lead the Academy Programme community education provision:**
  - Recruit young people to the programme through schools and youth work partnerships.
  - Be the main duty of care and contact for young people enrolled in the programme.
  - Inspire participants to believe in themselves, engage in our provision and champion their voices.
  - Plan and deliver a two day per week interactive provision by overseeing activities that support young people's personal and social development, and educational and employment outcomes.
  - Co-lead on all safeguarding processes, ensuring they are embedded across the organisation and child protection procedures are followed at all times.
  - Connect young people with other agencies and signpost as required for additional support.
  - Mentor, coach and support young people to set individual development plans through 121-work as part of the Academy.
  - Build and engage network of external delivery partners including employers and training organisations to create a diversity of experience and opportunity for young people.
  - Lead on ensuring young people achieve qualifications, accreditation and other successes.
  - Lead on the evaluation of the Academy programme alongside the wider team.
  - Ensure all young people's information, needs, outcomes and feedback is captured, tracked and shared across the organisation as appropriate.
- **Manage and build strong youth partnerships:**
  - Be the day-to-day point of contact for schools and direct referral organisations.
  - Develop strong community relationships with external stakeholders (i.e. schools, colleges, and youth networks) and build Scran's profile in the youth work sector.
  - Maximise young people's engagement in delivery of Scran Academy events & campaigns (e.g. pop-up restaurants, Scran Van events, Christmas Hampers, etc.)
  - Identify partners who can inspire and train young people.
  - Ensure a youth work approach to all Scran Academy activity with the wider team.
- **Contribute as part of the wider 'Team Scran' by:**
  - Engage in regular meetings with the Scran Academy team.
  - Help oversee and deliver wider youth work programmes across our social enterprise work.
  - Undertake any necessary training and development.
  - Promote and engage with our social media and marketing of our work.
  - Carry out all duties in accordance with Scran policies and procedures.
  - Any other duties appropriate to the role as agreed with line manager.
  - Uphold the values and ethos of the organisation.

## Personal Specification

Criteria	Essential	Desirable
<b>Qualifications and Personal Development</b>		
Demonstrable commitment to CPD	•	
Ready for Youth Work Qualification or above	•	
Child Protection Awareness	•	
<b>Experience in sector</b>		
Minimum 2 years in a leading role in a youth-work <i>or</i> education setting	•	
Experience of tracking outcomes and attainment	•	
Experience of supporting young people to achieve personal goals	•	
Basic understanding of accreditation processes - SQA, DYA,	•	
Trauma informed with understanding of the impact of ACEs		•
Awareness of wider education landscape - GIRFEC, CfE	•	
<b>Financial Management</b>		
Experience working to tight budgets		•
<b>Competencies</b>		
Quality focus – has high professional standards and a strong alignment to organisational objectives	•	
Communication – has the ability to communicate effectively with a wide range of stakeholders - including school partners and family members	•	
Organisation – plans thoroughly and keeps information orderly, trackable and secure.	•	
Leadership – has awareness of own leadership style and ability to confidently and passionately lead a group of young people and staff	•	
Decision making – shows dynamic and resourceful problem-solving abilities	•	
Compassionate – caring and non-judgemental, with excellent listening skills	•	
Courageous – thrives outside comfort zone	•	
<b>Administration</b>		
Excellent IT skills and knowledge of Microsoft Office Applications	•	
Strong organisational skills and experience of working to deadlines	•	
Excellent attention to detail		•
<b>Other</b>		
Eligible to join PVG Scheme	•	
Ability to travel between work locations and to work evenings and weekends when required	•	
Experience of working in a third sector organisation		•
Experience of working with disadvantaged groups and/or young people.		•

Interested candidates should email a CV and a cover letter of no more than one side of A4 **expanding on why the role interests them, and how their experiences match the personal specification**. These should be sent to [will@scrانacademy.com](mailto:will@scrانacademy.com). The deadline for applications is the 20<sup>th</sup> of May.

Please note that successful candidates **will need to participate in 2 interviews**, being held on the 4<sup>th</sup> and 6<sup>th</sup> June.