



# Project Support Worker – Cybersafe Scotland

<b>Location:</b>	Home-based in Aberdeen or surrounding area. Regular travel within Aberdeen city.
<b>Salary:</b>	£25,437 - £29,457 per annum pro rata (24 hours per week, option for term time only working). 12 month contract with possibility of extension subject to funding
<b>Line manager:</b>	Director, Cybersafe Scotland

## Role summary

The project worker will play a key role in:

The ongoing development of a comprehensive schools programme including delivering lessons and running pupil small groups, delivering sessions for parents and teachers

Building relationships with school staff, pupils, parents and families

Project planning including developing lessons and materials, running events and other engagement activities

## Purpose of the role:

The Project worker is the key contact for Cybersafe Scotland within our partner schools, for pupils, their families and school staff. The Project worker will be an all-rounder with a focus on supporting the Director of Cybersafe Scotland with the ongoing development of the schools' programme, to delivering the programme within schools through running classroom sessions, small groups and parental engagement activities. This is an

exciting role offering someone the opportunity to be part of a growing team and be involved with developing the project model.

### **Key responsibilities:**

Contributing to the development of the schools' programme and developing relevant materials for classroom and small group sessions and support sessions for parents and teachers

Delivering regular classroom-based online safety sessions to P5-7 classes within our partner schools

Running regular small group sessions with P6&7 girls to provide targeted support with their experiences online

Contributing to the design of parental engagement activities and delivering these online and in person

### **Knowledge, skills and experience**

#### **Essential Criteria**

Experience of working with children and young people

Excellent interpersonal and communication skills with the ability to relate to children, their families and build relationships within our partner schools and with other external stakeholders

Team player who is an all-rounder and will work effectively with colleagues based remotely and contribute to the development of the wider project

Ability to work independently and prioritise and manage a busy workload

#### **Desirable Criteria**

Previous teaching experience

Previous experience delivering presentations

Experience working with vulnerable children and young people

An awareness and understanding of key apps and games (Snapchat, TikTok, YouTube, Whats App, Roblox etc)

**To apply or for any further questions please send a CV and covering letter to [admin@cybersafescotland.org](mailto:admin@cybersafescotland.org) by midnight on Thursday 27<sup>th</sup> June. Interviews scheduled for 11<sup>th</sup> or 12<sup>th</sup> July, unless requested otherwise.**

**Additional information**

The post is advertised as 24 hour per week which can be worked flexibly in discussion with line manager. Due to the role responsibilities working on weekdays within school hours is a requirement, though this can be flexible across the week to some extent. There is also the option of a term time only contract. Please outline your preferences within your job application. This role would also be suitable for a job share.

The post is a fixed term 12 month contract with the possibility of extension subject to funding.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to, or altered as required, in line with the requirements of the office.

This post is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland. Where the contents of a PVG Scheme record are not satisfactory, we reserve the right to terminate employment. Candidates will be required to produce original certificates to enable us to verify qualifications.