

## **Job Description**

Position: Youth Participation Worker  
Responsible to: Employability Project Manager  
Department: Space Training Academy  
Project: WOW (Wellbeing onto Work)

### **Purpose of the Job**

- Develop and deliver our WOW (Wellbeing onto Work) project to support young people aged 16-24 with the transition between school and work, building skills, wellbeing, confidence and access to opportunities
- Consult with young people aged 16-24 in South West Edinburgh, supporting them to take an active role in project design & delivery
- Develop, plan, deliver and evaluate WOW services including group sessions, training courses and 1:1 support

### **Key Duties**

- Work with young people to identify their existing skills, and build on them,
- Link in with other local providers, developing good working relationships and adding value to local activity
- Create promotional material and network locally, recruiting suitable young people on to the programme
- Carry out initial meetings with young people to create personalised action plans, mid-course 1:1 meetings, and support progression onto future opportunities
- Plan and deliver WOW group sessions, ensuring content is high quality, kept relevant to the needs of the participants, and delivered effectively
- Administrate the project, including planning your sessions, tracking attendance and providing project updates
- Track and evaluate the progress of the project to demonstrate impact and inform funder reporting
- Maintain accurate, detailed, records for each young person including attendance and progress, in funder and internal databases
- Stay abreast of local opportunities for young people, such as community groups, jobs, work placements, further education and voluntary opportunities
- Source and commission external trainers/suppliers to deliver sessions where specialised knowledge and/or skills are required
- Ensure the safety of young people, risk assessing services, and ensure volunteers have PVGs where required
- Attend and engage with WOW Project meetings
- Ensure services are 'people-led', using different methods of formal and informal feedback, consultation or steering groups

- Undertake other tasks as set out by the CEO or line manager to support the needs of the organisation
- Undertake activities that will allow Space to respond to opportunities that arise from additional funding, service trials, or pilots and other innovative projects
- Support a group of volunteer Youth Participation Workers to build strong rapport with the young people

**Team work & behaviours**

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation
- Work to Space and sector legislative, ethical, policy and procedural requirements
- Understand the requirement for confidentiality in our work
- Care for the work environment to promote effective and harmonious working
- Nurture a culture of kindness; upholding the integrity of Space and living our values
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and training

**Line Management**

- Report to the Employability Manager every 2 weeks, taking part in regular support and supervision

**PERSON SPECIFICATION**

<b>Skills and experience required for the role</b>	
A minimum of 2 years' experience working in outcome focused, people-led community project(s)	Essential
Knowledge of designing, delivering and evaluating community projects	Essential
A minimum of 2 years' experience of working with/supporting vulnerable people with multiple barriers to employment	Essential
Knowledge of the community learning sector in Edinburgh	Essential
Experience of recording, monitoring and evaluating group sessions and 1:1 support	Essential
Have a good understanding of Health & Safety practices including carrying out risk assessments	Essential
Be highly organised in order to keep accurate records and provide relevant data for funder reporting	Essential
Ability to manage multiple tasks and prioritise own workload with minimal supervision	Essential
Confidence in the use of Microsoft office packages – Word, Excel, Outlook, PowerPoint, Teams	Essential
Excellent English communications skills – listening, writing and speaking	Essential
Experience of creating and updating databases	Desirable
Experience of working with and supporting volunteers	Desirable
<b>Values &amp; personal attributes</b>	
Be prepared to live our values and nurture a culture of compassion and kindness	Essential
Have a can do attitude and embrace challenges	Essential
Have excellent interpersonal skills to naturally form and manage appropriate relationships with a range of people of all ages and walks of life	Essential
Be patient and respectful of all people, whatever their background	Essential
Be a role model for staff and stakeholders, showing optimistic, determined and positive leadership to support our organisational aims and outcomes	Essential
Have an appreciation for the impact of, and a desire to work in, the Third Sector	Essential