

Programme Manager

Guidance notes for applicants



Many thanks for expressing an interest in the role of Programme Manager with Peeblesshire Youth Trust. These notes are designed to help you apply for the post, please do read through them as they include important information about the role. If you have any further questions or want to chat about the role informally then please contact the Chair of the Board of Trustees of Peeblesshire Youth Trust, Helen Garrison on 07581 510 155.

Introduction

Peeblesshire Youth Trust (SCIO) has been working in Peebles and the surrounding area for over 15 years. Established as a charity in 2009 to address the need for support around transition to secondary school for local children, we have grown every year, as has the need for our programmes. We now support approximately 80 young people every year.

There are 4 main objectives to our work:

- To build resilience
- To achieve potential
- To engage community
- To form relationships

We deliver this through various programmes:

- Achieve Your Potential workshops - a 7 week course that is run twice a year. Local primary schools refer Primary 6 children to us who they feel would benefit from our support in building confidence and self-esteem. We work with them through role play, challenges, games and discussion to build life skills and increase resilience, helping young people to understand their potential and start to believe that they can achieve what they want to.
- Mentoring - following completion of AYP the children are offered ongoing one-to-one mentoring with one of our trained volunteer mentors. This relationship continues into S1 at High School.
- S6 Buddies - working with Peebles High School we train S6 pupils to be buddies for S1 pupils at the start of their first term at PHS.

- Confidence Conquerors - working within Peebles High School to provide emotional support and confidence-building activities to small groups of S1 and S2 pupils.
- Group Activities - we offer monthly activity sessions to all of the young people that we work with (those with or without mentors). This is great for social inclusion, giving young people the opportunity to meet and make friends with those from other schools in the area, whilst exploring new places or developing new skills.

As Programme Manager you will be responsible for the delivery of these programmes, working alongside the Project Co-ordinator.

Hours and Salary

The advertised salary is £27,500 - £32,500, subject to the successful applicant's skills and experience. You will be expected to work 35 hours per week; any additional hours worked can be taken as Time Off In Lieu (TOIL), as set out in our policies and procedures. Flexibility is also required to suit the needs of your role and staff/volunteer/mentor availability. This will include occasional evenings and weekends.

The annual leave entitlement including bank holidays is 32 days per year plus 6 public holidays.

You will be based at the PYT office at Cavalry Park, Peebles, with the flexibility to work partly from home, if desired. You will be expected to travel to places as your job requires.

Application

To apply for this position please send a copy of your CV and covering letter to info@peebleshireyouthtrust.org.

Your covering letter should outline why you are applying for this role, highlighting how your experience aligns with the job description and in particular the knowledge and skills that we are looking for.

Applications should reach us no later than **5pm on Monday 19th August 2024**.

Interviews will be held in person in Peebles during an evening.