



## **Job Description**

- Job title: Project Officer
- Job purpose: Going Forward Project
- Reports to: Chief Executive
- Salary: £27,560

Contract: fixed term for 12-months, with funding being sought to retain the role.

Start date tbc.

**Based at:** Hybrid working, two days office based Fast Forward office (4 Bernard St, Edinburgh, EH6 6PP) and 3 days based at home.

## **Organisational Background**

Fast Forward is Scotland's national youth work agency, focusing on supporting children & young people to make informed choices regarding, and take a harm reduction approach to, risk-taking behaviours, towards reducing the negative impacts of these on their lives and those of their families and wider community. We promote health through programmes and resources developed by, with and for young people.

Our work is underpinned by the following values:

- **Integrity** - Our work is dynamic and informed by expertise, lived experience and relevant research
- **Forward Thinking** - We are brave and bold. We are creative in our approach to identifying and responding to risk taking behaviour.
- **Inclusiveness** - We take a person centred approach. We are non-judgemental and respectful.
- **Collaborative** - We coproduce, partner and learn with young people and experts from across the field

## **Going Forward Project Background**

The Going Forward Project works with partner organisations to deliver workshop sessions to young people in formal and informal education settings.

Our sessions focus on core themes of health, wellbeing and risk-taking behaviours, particularly:

- substance misuse (alcohol, drugs, tobacco, e-cigarettes/vaping)
- sexual health and relationships
- online safety
- drink spiking

- consent
- self-esteem and resilience

### **Key Tasks and Functions**

- Working collectively, openly and collaboratively in a small team, you will develop and deliver training materials and CPD sessions, suitable for a variety of youth work and informal education settings and youth employability services.
- You will develop and deliver group workshops and programmes suitable for a variety of settings (primary & secondary schools, colleges, employability organisations and youth groups).
- You will develop and lead the young people's Shadow Board, with young people aged 14-24, liaising with colleagues, board members and young people to ensure it is a positive experience for the young people and is embedded into the work of Fast Forward.
- You will support young people to reflect on their own lived experiences of risk-taking behaviours to develop new, creative and innovative resources that 'tell their story' in a fun and engaging way.
- You will work closely with local and national partner agencies to promote, implement and facilitate all aspects of the project.
- You will liaise closely, and establish good working relations, with other professionals and the public, working or involved in health, education, youth and community work.
- You will be an integral member of a small, tight-knit, collaborative team. Using your flexibility, skills, knowledge and confidence, you will contribute to the wider work programme of Fast Forward as required from time to time by the Chief Executive.
- You will consistently record quantitative session delivery statistics and gather qualitative feedback that will highlight the effectiveness and impact of Going Forward for current and future funders and project partners.
- You will develop new, innovative and creative methods of recording and sharing qualitative feedback from young people and organisations using tools such as Canva, YouTube etc.
- You will produce regular reports on the progress of the Going Forward project as required by senior management and project funders.
- You will keep up to date with development work and research relevant to the Going Forward project in a range of risk-taking behaviours fields including:
  - substance misuse (alcohol, drugs, tobacco, e-cigarettes/vaping)
  - sexual health and relationships
  - online safety
  - drink spiking
  - consent
  - self-esteem and resilience
  - gambling harms

- The key tasks are not intended to be exhaustive and the post holder will be expected to undertake any other reasonable duties as required.

## **Job Context**

This post supports Fast Forward's Going Forward project as part of a small team of 2 full-time Project Officers (35 hrs per week) actively supported by Fast Forward colleagues when needed and managed by the Chief Executive

Working predominantly across the Lothians, Going Forward primarily works with children and young people from significantly disadvantaged backgrounds, aged 8-18. We support children and young people to improve their confidence, self-knowledge, motivation, develop new skills and a better understanding of their decision-making processes. In doing so, we equip them to make better choices regarding risk taking behaviours, and other areas of their lives including education and employment.

Each group of children and young people we work with identify risk-taking behaviours most impactful on their lives to be included in their programme, ensuring that the sessions are tailored to the identified needs and lived experiences of participants, to promote their resilience, positively affect their lives, & improve their life chances, of involved individuals.

Session delivery includes groupwork and workshops in partnership with organisations that address a range of contemporary issues including alcohol and substance misuse, mental and emotional health, sexual health, online safety and gambling.

Children and young people are also given an opportunity to develop creative resources, drawing on their learning from the groupwork sessions detailed above, and their lived experience of their own / other's risk-taking behaviours, ensuring that the developed resources are authentic. Examples of resources developed as part of Going Forward can be viewed here: <https://pips.scot/own-its/>

The Going Forward team's work is dynamic, challenging and rewarding. You will find creative ways to engage with project partners, adapting and creating resources that reinforce meaningful harm reduction and prevention education around a continually evolving range of risk-taking behaviour issues for children and young people. The post involves working both independently and with the rest of the team. You will need to have excellent communication and presentation skills, be able to build strategic partnership with other agencies, manage excellent training programmes, deliver successful outcomes and prioritise a demanding workload.

All Fast Forward staff are expected to work collaboratively with other team members and volunteers and occasionally to undertake cross-team delivery of training/up-skilling to external agencies or at external events. Occasional evening and weekend work will be required.

The post is based at the Fast Forward offices, in Edinburgh, and regular travel across Edinburgh and the Lothians will be required.

## **Management and Support**

The post holder will be responsible to Fast Forward's Chief Executive.

Fast Forward is committed to a policy of staff development through staff support, supervision and appraisal. The post holder, like all Fast Forward employees, will be expected to take an active role in the staff team.

### **Conditions of Service**

- The post is fixed term for 12-months, start date tbc.
- The posts are entitled to 36 days annual leave (inclusive of all public holidays).
- The post holders will be based in the Fast Forward office with home working part week.
- Agreed mileage and subsistence allowances will be paid.
- A system of time off in lieu applies for hours worked over and above the normal working week.
- Fast Forward requires all new personnel to have a satisfactory membership of the PVG scheme.
- All staff are automatically enrolled in the contributory staff pension scheme which is in operation and opt out options are available.
- Fast Forward is committed to being an equal opportunities employer.

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## Person Specification

Skills, Knowledge & Experience	Essential	Desirable
Educated to degree level and/or relevant qualification and experience, inc. volunteering.	X	
Understanding of risk-taking behaviours in relation to young people's health and wellbeing, 12-18 years old.	X	
Experience of harm reduction, early intervention and prevention work with children & young people, 12-18 years old.	X	
Experience of developing and delivering creative and engaging training sessions to children & young people, aged 12-18 years old, and practitioners	X	
Understanding of training dynamics and best practices in the delivery of sessions	X	
Understanding of training and co-production approaches	X	
Knowledge and experience of the Youth Work sector	X	
Working within a child rights approach to youth participation work, including experience in co-design with young people aged 14-24.	X	
Ability to identify, collate and evaluate information relevant to the needs of training participants	X	
Effectively and creatively evaluating activities, using learning points to inform and improve project delivery development	X	
Networking skills and experience of successfully developing and sustaining strong relationships with other agencies and stakeholders.	X	
Organisational skills, including the ability to develop own work plan, to work within tight timescales and to meet deadlines.	X	
Experience and ability to creatively and competently deliver, monitor and record key performance indicators	X	
Experience of working for a voluntary or public sector organisation	X	
Working in youth employability services		X
Working in partnership with multiple organisations		X
Competent computer skills	X	