

## Programme Co-ordinator

## Guidance notes for applicants



Many thanks for expressing an interest in the role of Project Co-ordinator 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 do give me a call on 07944 794 873.

Glyn Harris, Programme Manager

### 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 85 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.

- 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.
- Buddy Up - 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 - again, working with Peebles High School, this programme focusses on S1 and S2 pupils in smaller groups working with issues including confidence, resilience and helping with establishing productive and positive relationships with others.

As Project Co-ordinator you will be involved in all of these programmes, taking a lead on some of them as outlined in the job description.

### **Hours and Salary**

This post is school term time only, at 23 hours per week, for 41 weeks per year. The term time is 40 weeks but we ask for a commitment of an additional 23 hours across the summer holidays, to be distributed flexibly on agreement with the Programme Manager. The post includes 3 weeks of paid annual leave, which must be taken during school holidays.

Salary will be paid monthly, averaged out across the 12 months of the year. The advertised salary of £21,840 is a pro rata salary, calculated on the basis of 35 hours per week for 52 weeks of the year. Voluntary Pension enrolment to Nest Pension Scheme will be available following 6 months in post.

You will be expected to work 23 hours per week; any additional hours worked can be taken as Time Off In Lieu (TOIL), as set out in our policies and procedures. We are a very flexible employer and are happy to discuss your weekly work pattern, however our Achieve Your Potential programme runs on Friday afternoons through the winter term (Oct-March) and you will be expected to be available for this course. Flexibility is also required to deliver our group activities, which occur once a month, usually in the evening or at weekends (approximately 2-4 hours each session).

## **Application**

To apply for this position please send a copy of your CV and covering letter to the Programme Manager, Glyn Harris via email '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 9<sup>th</sup> September 2024**.

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