



Active Communities

Youth Volunteer Coordinator

Part-time

**HEARTY
LIVES**



**I love
coming
here.....**

P6 GIRL

**Through my involvement in
Hearty Lives I have
improved my own mental
health and hopefully
others in the school.**

SS STUDENT IN RENFREWSHIRE

**I'm sad when
i have to
leave**

P5 BOY @ GAMES & GRUB

**I love how
positive
and happy
he is when
he comes
home**

**PARENT OF YOUNG PERSON @
YOUTH GROUP**

Hello.

Thank you for your interest in the Youth Volunteer Coordinator position!

Active Communities is an innovative and award-winning charity focused on health and wellbeing, located in Renfrewshire.

Our Community Hub, Station Seven, is situated in Johnstone, Renfrewshire. We offer a variety of community-led health and wellbeing programs and groups, alongside space rental for local organisations, businesses, and individuals. This hub aims to enhance and expand our impact throughout Renfrewshire.

Our youth programs are continuously developing across the region, catering to both primary and high school age groups in Johnstone and the surrounding areas.

We will establish a new youth peer education project in the coming year. This initiative involves recruiting and training young individuals on current health issues, enabling them to conduct harm reduction workshops for their peers. The coordinator will be responsible for leading the recruitment of young volunteers (ages 14 and up) and organizing their volunteering experiences. We seek someone passionate about engaging with youth and fostering their participation in the project. Strong organisational and communication skills, along with an understanding of young people's needs, are essential.

This information pack will provide insights into the role and Active Communities as a whole. You can also learn more about us on our website: www.activecommunities.co.uk.

To apply, please fill out the application form here:

<https://forms.gle/HG3Vp6JLpRNd7gAz5>. If you require the application in a different format or need assistance with the application process, do not hesitate to reach out.

The deadline for applications is Tuesday 8th October 2024.

We eagerly await your application!



About Active Communities.

Active Communities changes lives through motivating and engaging programmes which we deliver using a supportive and friendly approach. We believe in the power of community, listening to community needs and working with local people to improve their health and wellbeing.

Our aims are to connect local people, improve health and wellbeing, reduce loneliness and isolation, tackle health inequalities and provide opportunities for people to reach their full potential.

Our Vision

Everyone in Renfrewshire can live healthier, fulfilling lives

Our Mission

To build healthy, supportive and vibrant communities.

Our Work

We provide a range of health and wellbeing groups and opportunities across Renfrewshire and in our Community Hub, Station Seven. Musical Tots, After-School programmes, Jogging Buddies, a crochet group, social drop ins, Break-xercise, Pilates, Mindfulness and gardening groups are just a snapshot of what we deliver.

We have welcomed the local charities tenants in Station Seven which has helped us develop our partnerships with these organisations and collectively build on our community reach.

To sustain our Active Community aims and ensure Station Seven as a facility continues its high standards, we have to focus on income generation through space hire, events and fundraising.

Although our hub is in Johnstone, we continue to ensure we have a presence throughout Renfrewshire communities and with local partners, influence how social issues are addressed within the area.

About Hearty Lives Project.

Hearty Lives is our ambitious and innovative partnership project which delivers a peer-led approach to promoting mental health and wellbeing across all Renfrewshire high schools. Funded by Renfrewshire Council's 'Tackling Poverty in Renfrewshire' programme it is a unique partnership which promotes mental health and wellbeing for young people in Renfrewshire and aims to tackle poverty through a peer education approach, focused on tackling inequalities and improving health.

Hearty Lives is driven by the core values of Active Communities whose mission is to empower local people by inspiring, supporting and enabling them to improve their health and wellbeing. Hearty Lives teachers are following this same mission for the pupils in their school.

Key issues being addressed by the project include; bullying, exam stress, worry, anxiety, self care, resilience and promoting positive mental health. Hearty Lives is driven by the core values of the lead organisation Active Communities whose mission is to empower local people by inspiring, supporting and enabling them to improve their health and wellbeing. Hearty Lives teachers are following this same mission for the pupils in their school.

The project has a community arm which is an extension of the schools work and is delivered by Active Communities. We have a youth drop in on a Wednesday lunchtime in Linwood High and on a Wednesday after school in Station Seven for S1+. The drop ins give young people the opportunity to further explore youth health issues in an informal drop in setting with access to healthy food and health information. Hearty Lives also supports the Create Club in Station Seven on a Thursday after school which is run by Create Paisley providing arts and creative activities and healthy food for s1+. On a Tuesday after school Hearty Lives runs 'Games and Grub;' a group for pupils in p5-p7 of St Margarets primary. Children come straight from school to play games, do arts and crafts activities, socialise and have a warm 2 course meal, Create Paisley also support this club

More information on hearty lives can be found on our website and some helpful case studies from pupils at local high schools.

Our Core Values.

We strive to make our values part of our daily life at Active Communities to reflect who we are and what we want to achieve in the local area.

We Champion

We listen and amplify the voices of communities, advocating for those who needs us the most

We Care

We are inclusive and compassionate, valuing every individual, and treating all with dignity and respect

We Connect

We bring people together creating a sense of belonging and purpose

We Celebrate

We celebrate achievements big and small

We Challenge

We challenge indifference and prejudice at all levels

We are Courageous

We innovate, adapt, and learn from success and mistakes



Job Description.

Salary:	£13.50 per hour
Responsible to:	Programme Development Manager
Contract:	Part time 12 - 17.5 hours per week
Funded:	Fixed Term 1 year
Based:	Station Seven, Johnstone but work across Renfrewshire
Special Conditions:	Working hours will be afternoons/after school with some weekend work required

This post is funded by the Renfrewshire Council.

Job Purpose

This new role will be a vital part in the success of our peer education project. You will recruit and support our young volunteers to become peer educators and assist in the coordination of the delivery of the project. Our target age group is 14 plus.

Key Responsibilities

Working with young people

- Be an ambassador for our values, empower young people, bring them together, and challenge them while supporting and showing care
- Celebrate achievements and successes
- Recognise individual potential in every young person

Recruitment & Selection

- Recruit young people within the local community and schools to the project. Tasks will include advertising roles, liaising with schools and partners on recruitment and being involved in the selection process.

Support and Engagement with Volunteers

- Offer guidance and encouragement to the young volunteers
- Engage with young people to ensure attendance
- Sign up and support young people for awards such as Saltire Awards

Project Delivery

- Assist the youth team with administration support
- Assist with project planning and resource gathering
- Keep records of volunteer attendance and hours
- Update and report using databases and systems
- Organise calendar of training (dates, times, locations, attendees) and transport for attendees
- Monitor project spend

Job Description Cont'd

Partnership and community working

- Work closely with the Active Communities youth team
- Seek opportunities in the community for peer health champions to deliver health workshops to their peers
- Build good, trusting relations with high schools

Quality and monitoring

- Assist in setting targets and monitoring the quality of the project
- Keep good records for monitoring
- To follow good practice policies and procedures about youth work and child protection
- Promote and support the implementation of best practices working with young people.

This job description is not exhaustive, acknowledging that roles evolve. Employees may need to perform additional duties at the same level to meet job purposes and adapt to changing organisational needs.

Essential Person Profile

Experience of:

- Work with young people age 14 plus
- Coordinate and organise training or events
- Recruitment and selection
- Administration

Skills and Knowledge

- Ability to form positive relationships with children and young people
- A good understanding of social issues affecting young people
- Offer effective support and guidance to young people
- Strong organisational skills
- A level of numeracy, literacy comprehension and IT skills
- Planning and arranging own workload around project objectives
- Show initiative related to work planning
- Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion
- Good working knowledge of adult and child protection issues and GDPR

Job Description Cont'd.

- Must be able to see every young person for who they are and the potential they have to offer.
- A commitment to working flexibly and creatively in response to change, organisational requirements and a willingness to work outside of office hours regularly.
- Commitment and drive – The ability to take the initiative and achieve targets and results.

Desirable

- Experience within a community, education or health field.
- A current, clean driving licence and use of a car.

What we offer you

- Excellent holiday entitlement (35 days including public holidays).
- Flexible working.
- Nest pension (if meet the criteria)
- Opportunity to make a difference and have influence in local communities.
- Opportunity to work with a well-respected charity which has a strong sense of values and commitment to the community.

We are committed to opportunities for all and welcome applications from all sections of the community and diverse groups.

We will treat applications in line with our privacy notice which is available on request.

Thank you for your interest in Active Communities - we can't wait to hear from you!

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