

# Senior Development Worker, Generation CashBack

**Job Title:** Senior Development Worker, Generation CashBack

**Hours:** Full Time – 35 hours per week

**Reports to:** Head of Youth Work Programmes and Quality Improvement (HOYWPQI)

**Line management responsibilities:** 2 Youth Scotland Development Workers and 1 Youth Scotland Youth Worker.

Job Title:	CashBack Senior Development Worker.
Salary Scale:	£35,894 - £37,863 (Salary Points 35 - 37).
Hours of Work:	Full-time at 35 hours per week. We are happy to discuss flexible working arrangements.
Holidays:	25 days, plus 12 fixed Bank Holidays (one additional day of holiday for each year of services up to a maximum of 5 days).
Contract:	Funding for this post is confirmed until end March 2026. Extension subject to continuation of funding.
Line Manager:	Head of Youth Work Programmes and Quality Improvement.
Location:	This position is based in our Edinburgh office with option for hybrid working.
Job Purpose:	To lead on the Generation CashBack programme as the grant holder in a partnership consortium. To line manage the operational delivery of Youth Scotland's CashBack team. To develop and manage other Youth Participation projects as and when required.

## About Generation CashBack

Generation CashBack is run by a consortium comprising of Youth Scotland, Scouts Scotland, Girlguiding Scotland and the Boys' Brigade. The programme supports young people in areas of multiple deprivation across Scotland to benefit from community-based youth work. It does this by providing capacity building support to youth groups as well as programmes and opportunities for young people.

## Key Responsibilities of The Post Are:

- Co-ordinate the Generation CashBack programme for Youth Scotland, as the lead partner and grant holder of a consortium of 4 of the largest membership youth work organisations in Scotland.
- Build relationships and be the key contact for the CashBack Consortium Partners, Inspiring Scotland and the Scottish Government.
- Organise, set agendas and chair internal/external meetings.
- Organise the planning and co-ordination of Generation CashBack programme delivery to reach annual targets.
- Line-manage the CashBack operational team at Youth Scotland, overseeing engagement and delivery with youth groups in areas of deprivation.
- Support members of the consortium to develop their delivery plans, reports, monitoring and evaluation systems.
- Lead the overall evaluation of Generation CashBack including forming the evaluation plan from the logic model, setting up processes, producing templates, coordinating the analysis and presentation of data, conducting interviews and writing up quarterly case studies.
- Collate data and produce monthly/quarterly/annual reports as required to Scottish Government, Inspiring Scotland and consortium members.
- Work with the Youth Scotland Finance Officer and HOYWPQI to reconcile the budget for Youth Scotland and across the partnership consortium, including regularly reviewing SAGE reports, invoices and other expenditure.
- Plan and facilitate operational and evaluation workshops for a cross-consortium group of delivery staff.
- Support the Youth Scotland team and Consortium partners to organise cross-consortium large scale events for young people from eligible Generation CashBack groups.
- Co-ordinate Generation Cashback promotion and communication activities – liaising with the comms leads in all four partner organisations.
- Develop and manage other time-limited pieces of work beyond Generation Cashback, using additional funding secured by Youth Scotland.

## Internal Youth Scotland

- Work collaboratively with other Youth Scotland staff and Senior Managers to support the achievement of our strategic objectives and delivery of performance targets.
- Identify areas of good practice and develop opportunities for sharing good practice internally within Youth Scotland and also within the partnership consortium.
- Work with the wider Youth Scotland team to share resources, run partnership pieces of work and plan events.
- Operate the financial controls and payments within agreed budgets.
- Maintain an awareness of current national strategies, policies and practice around youth work, youth leadership and youth participation.
- Promote equality and diversity within the organisation.

## Occasional tasks

- Participate in external forums, workshops and events to promote CashBack and Youth Scotland.
- Undertake other duties which may be required and which are commensurate with the post.