

LOYALTY AND FRIENDSHIP

**ABERDEEN LADS CLUB**

**COMMUNITY PROJECT**

**JOB PROFILE**

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| **1 JOB DETAILS** |
| **Job Title : Youth Development Officer** |
| **Salary : £30,000** |

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| **2 JOB PURPOSE** |
| To develop and deliver quality, creative and engaging youth projects while guiding young individuals through their formative years, with a focus on fostering positive growth, resilience and life skills.To enhance the quality and scope of youth provision in Tillydrone so that its young people can be healthy, stay safe, make positive contributions and achieve economic wellbeing. |

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| **3 REPORTING** |
| ManagerꞁYouth Development Worker |

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| **The post holder will be expected to:*** Assist in the development of the charity’s youth provision, managing the scheduling and organisation of activities;
* Assist in the establishment of effective relationships and networks with a range of agencies and local stakeholders to create and deliver an inclusive programme for young people;
* Work closely with colleagues across the charity to co-ordinate a range of events and activities to provide opportunities for young people to engage and connect with the wider community;
* Provide safe and secure supervision and care to young people;
* Serve as a role model, mentor and guide;
* Work as part of a team to support positive and healthy youth development;
* Manage conflict and youth behaviour safely;
* Support young people’s social, emotional and personal development and assist them in achieving their educational and career goals;
* Assist with the communication of the benefits of the charity through a variety of channels, updates and specific marketing campaigns;
* Assist with the development of content on digital platforms to engage and connect with young people in Tillydrone and beyond;
* Support the recruitment, retention and training of paid and voluntary youth workers to aid delivery;
* Ensure that service delivery complies with current regulations, accepted professional standards, the charity’s policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety, and safeguarding children and vulnerable adults);
* Assist with the development of a business plan and budget to establish this new department;
* Support with reporting progress to internal and external stakeholders via meetings, written reports and presentations;
* Undertake any other duties that are in keeping with the nature of this post.
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**Personal Specification**

**Essential Desirable**

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| * Excellent written and oral communication skills, especially with young people;
* Energetic, self-disciplined and able to work on own initiative;
* Good organisational skills and experience of successfully managing projects;
* A desire to support young people and empathy for and understanding of their needs;
* An awareness of youth culture;
* Computer literacy for keeping record and presenting reports when required
* An ability to develop and maintain positive relationships with young people;
* A proactive approach, self-motivated and enthusiastic with high levels of initiative, innovative and imaginative thinking;
* Excellent time management skills;
* A ‘can-do’ and flexible approach with the ability to adapt to changing priorities.
 | * Youth work of experience with working with young people;
* Access to own transport;
* An understanding of child protection issues;
* Experience of using digital platforms to engage networks and communities.
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| **The post holder needs to hold as a minimum:*** Essential - Two years full-time experience of youth work.
* Desirable - BA in Community Education
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| **The post holder must have undertaken or be committed to undertaking the following:*** PVG Membership for Regulated Work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.
* Safeguarding Training
* Data Protection
* First Aid
* Continued Professional Learning
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