**Boomerang Community Centre**

**Post Title**: Youth and Families Development Worker

**Responsible to**: Centre Manager

**Responsible for:** CLD Student placements, sessional workers, volunteers.
This role has a shared managerial responsibility during the centre managers absence.

**Starting Salary: £25,828**

**Hours: 32**
**Annual Leave: 25 days pro rata and Christmas closure**

**Contract: Fixed term to August 2026**

**JOB PURPOSE**

To plan, develop and monitor new and existing youth and families projects and developments within the Boomerang Community Centre, while engaging with local communities, the voluntary, faith, private and public sector organisations to ensure as an organisation we continue to grow.

To contribute to the achievements of the Boomerang Community Centre and to build on this valuable work in one of the most deprived communities in Dundee.

To undertake engagement and consultation activities, leading to the planning, advertising and in the delivery of new activities for children, young people and families. To carry out regular evaluation of these activities which will be monitored by the Centre Manager and reported through the Board of Trustees.

To ensure the smooth running of all existing children, youth and family groups and activities and to promote the Boomerang Community Centre and activities at external events and via outreach work.

To work with children, youth and family groups and individuals to improve physical and mental wellbeing.

In conjunction with the Centre Manager help to secure funding for the organisation and to complete monitoring and evaluation to existing funders.

To prepare information to assist in the monitoring of grants.

To work with the Volunteer Co-ordinator to recruit and retain volunteers to assist with the successful running of any children, young people or family groups.

**PRINCIPAL WORKING CONTACTS**

1. Centre Manager, staff, trustees and volunteers

2. Centre based groups

3. Statutory and Voluntary organisations

4. Community based groups

5. Commercial organisations

**MAIN DUTIES**

1. Establish, co-ordinate and promote regular activities and create stable new groups within the Boomerang Community Centre for children, young people and families.
2. Support and develop active community involvement in the Maryfield Area through the appropriate use of the media, posters, leaflets and outreach work. Develop methods and structures which facilitate involvement from all sections of the community in the programme and management of the Centre.
3. Seek and apply for small grants to support the Centre activities.

1. Identify training and development needs of the groups, participants and volunteers.
2. Develop new children, youth and family groups and activities based on the needs of the community, in partnership with Community Learning and Development colleagues, Police Scotland, NHS teams, Faith Groups and statutory and non statutory organisations, to build capacity within those sections of the community requiring support.
3. Constantly review procedure to ensure efficient working and provide appropriate data to monitor and evaluate service delivery through a variety of medium, eg qualitative and quantitative data, evaluation and case studies.
4. Ensure that all groups and activities are in line with the Centre’s current policy and procedures.
5. Work with the CLD students from the University of Dundee to ensure they meet their learning objectives.
6. Process PVGs and seek references where required.
7. Adhere and contribute to all of the Boomerang Centre policies and procedures.
8. To clearly communicate the Vision of the service and Boomerang Community Centre.

**OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Normal working hours are weekdays 10-6,however occasional work outside of this may be required so a degree of flexibility is needed; we operate a TOIL based system for this and are willing to be as flexible as possible to meet your needs.