

Job Title:	Attainment Co-ordinator
Place of Work:	Fuse
Salary:	£23,793 p.a
Hours:	Full time 35 hours
Pension:	contributory
Contract:	March 31st, 2026
Responsible to:	Youth Team Manager

About us

We are a fast paced and progressive organisation, that aims to support children, young people, and their families through the provision of positive activity.

Fuse makes a commitment to contribute to the Scottish Government's National Performance Framework and its contribution to the UN Sustainable Development Goals in supporting our community to adapt to life in 2025 and beyond. With poverty, digital exclusion, and rising unemployment prevalent in our community, Fuse has identified and embedded the following key themes into their business strategy and programming:

- Participation
- Mental Health & Wellbeing
- Life skills & Employability
- Attainment
- Digital Inclusion

Fuse supports and serves its community by continually striving towards an inclusive facility; being a progressive organisation that meets the needs of its community and being a knowledgeable and informed organisation.

Job Role:

The overall aim of the project is to deliver a programme of services to target and support young people in the east end of Glasgow who are under-achieving by raising and recognising achievement and creating opportunities.

Working across the Fuse programmes you will ensure that each participant is matched to an award, has an individual development plan where appropriate accreditation folders are kept up to date with all evidence captured and support young people to overcome barriers to participation and learning.

The aims and outcomes intended to achieve with this grant and the indicators identified to bring about the intended outcomes are as follows:

The aim is:

- To develop and inspire young people (including volunteers)

The Outcomes are:

- Improved access to accredited training and learning
- Increased employability and employment options
- Increased leadership and mentoring
- Volunteer mentoring and support.

Main duties and responsibilities:

- Support and develop strategies and programmes which will enhance a young person's skills and aspirations
- Support the development of programmes and partnerships in line with the overall aim of Fuse
- Develop effective relationships with all relevant staff and agencies
- Actively research and keep up to date with current Scottish government reports and strategies on young people with regards to achievement and attainment
- Accurately collate service user information and maintain records
- Previous experience of working of developing partnerships
- Produce timely project reports when requested to meet agreed deadlines
- Participate in regular supervision and appraisal reviews with line Manager
- To participate in staff training and development
- Any other duties as requested by your Line Manager for the benefit of Fuse

Person Specification**Essential**

- Working knowledge of Youth Scotland Youth Achievement awards
- Strong organisational skills
- Strong communication skills
- Passionate about youth development and education.
- Skills in effective and efficient time management
- Proven ability to work with young people
- Ability to act in a calm and professional manner
- Strong management skills offering ability to effect change and evaluate results
- Ability to effectively manage a wide array of tasks, projects and responsibilities
- IT literacy
- Ability to learn from experience

Desirable

- Working knowledge of Community Achievement awards
- Experience of making funding applications
- Understanding of and commitment to the voluntary sector
- Supporting the development of funding bids
- Working knowledge of the Saltire Awards.