



Job title: Youth Coordinator (16+)

Work Location: Based in Cockenzie, but work can be across various locations in East Lothian

Division/Department: Youth Services

Reports to: Head of Youth Services

☒ Full-time
☐ Part-time

Salary: £28,000

Hours: 37.5

Start Date: May 2025

Overview of Organisation:

Heavy Sound is a Community Interest Company, incorporated in 2015, based in East Lothian. We work with disconnected young people and adults, re-engaging them through strength-based activities of interest including music, biking, sports, creative arts, education, mentoring and 1:1 therapy. By building trusting relationships we help inspire positive opportunities for further learning, life skills development, and future training and employment.

16+ Programme:

Heavy Sound transforms the lives of vulnerable, disengaged and, in the main, care-experienced 11–15-year-olds across East Lothian. Based on their needs, we have developed a 16+ Programme to extend this support to provide:

- Life skills development
- Qualifications
- Support into further education, volunteering, training and employment

Participants are referred mainly through education and social work, and engage in a variety of activities including education, music, biking, sports and mentoring, leading to qualifications and awards, and life skills development.

Flexibility in hours is required as there is a weekly evening 16+ drop-in.

16+ Coordinator:

The role is to plan and coordinate our 16+ service as follows:

- Manage the 16+ Programme: plan, develop, and deliver the scope of the programme; lead the 16+ team; monitor and report on progress; manage the programme budget; ensure stakeholder satisfaction.
- Provide continuity for young people - moving on from person-centred learning and school, support to navigate crisis and immediate needs, address barriers and identify further learning, training, and opportunities taking young people 16+ towards positive future destinations.
- Identify goals and support into volunteering, further education, training, employment and other opportunities.
- Employability advice.
- Involvement with specific projects including music, creative arts, biking, sports, and education.
- Whole family work.

Successful candidates must possess a positive can-do attitude, demonstrate self-motivation, and exhibit a strong ability to adapt to changing circumstances in order to thrive in our dynamic work environment.

Essential Duties and Responsibilities:

Reporting to the Head of Youth Services, the role comprises:

- **Work** with the Senior Management Team to develop strategy and deliver on aims and objectives
- **Plan**, develop, and deliver the scope of the programme
- **Manage and lead** the 16+ team
- **Monitor** and report on progress
- **Manage** the programme budget and resources
- **Ensure** stakeholder satisfaction

Project Work Role: 1:1 and small group:

- **Project Work:** Plan and prepare interest-based project work; deliver project work 1:1 and to small groups
- **Provide** employability advice
- **Monitoring and Evaluation:** Be aware of each young person's interests and strengths, track and evaluate progress, monitor impact, reflect and review project work effectiveness
- **Record Keeping:** Write up daily/weekly session review notes for each young person
- **Data Gathering:** Participate in screening new referrals, formally record initial information and regularly update this; collect information as needed by funders
- **Information Sharing:** Include insights, monitor impact and each young person's progress at appropriate meetings and in any written report required
- **Report Writing:** Reports may need to be written in contribution and in preparation for formal outwith agency meetings
- **Child Protection:** Be aware of the content and protocols of the Safeguarding Guidelines, record and report safeguarding concerns as required and appropriate
- **Maintenance and Resourcing:** Ensure all necessary equipment and materials are readily available, store and maintain equipment, regularly have relevant equipment serviced as needed
- **Promotion of a Positive Social, Emotional, and Learning Environment:** Ensure each young person's physical safety, create a structured and consistent physical and social environment, actively support purposeful engagement, promote the development of individual self-efficacy and provide developmentally appropriate co-regulation in response to any distressed behaviour
- **Professional Development:** Demonstrate an openness to constructive support, development and capacity building; initiate and engage in self- driven professional development and learning

Education and/or Work Experience Requirements:

- Youth work experience
- Experience of developing innovative projects
- Employability experience
- Experience of working into families
- Experience of managing, training, and developing staff and volunteers
- Experience of managing budgets and financial reporting
- Leadership, team building skills, capacity to think and engage strategically
- Experience of risk management
- Experience of safeguarding
- Understanding and experience of trauma informed practice, working with young people who have experienced complex trauma
- Experience and capacity to support young people achieve qualifications
- An additional skillset in music, creative arts, biking, sports/other activities would be beneficial
- Good IT Skills (Outlook, Word, Excel, MS Office) and ability to maintain updated, accurate records on a CRM system
- Participate in the monitoring, evaluation and recording of service impact
- Experience planning, delivering, and facilitating, and co-facilitating groups project activities
- Excellent verbal and written communication skills

- Ability to work collaboratively with partner agencies
- Ability to work as part of a team, but also independently able to be accountable for individual responsibilities
- Commitment to working in accordance with Heavy Sound's policies and procedures
- Full UK driving license
- Successful candidates will have to apply for the PVG scheme through Disclosure Scotland

Benefits:

- Generous annual leave
- Employers pension contribution
- Access to bike repairs
- Access to counselling
- Access to music and gym equipment
- Training and learning opportunities

Contract Length

1 year contract with opportunity to extend based on funding

How to apply:

Please send a cover letter and CV to: info@heavysound.org

Closing date for applications: 18th April 2025

Interview dates: last week of April/first week of May 2025

Start Date: May 2025 (subject to successfully completed PVG check)