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| **Job Description** |

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| **Job Details** |
| Job Title: | Youth Work Manager (30 hours) |
| Location: | Fife Wide |
| Line Manager: | Chief Officer |

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| **Main Purpose of Job** |
| * Responsible for the effective development and delivery of the B:activ project.
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| **Main Duties and Responsibilities** |
| * Meet with the Chief Officer on a regular basis to discuss and agree all aspects regarding the development of the B:activ project.
* Management of the Project Youth Work team.
* Develop the work of the B:activ project including recruitment and selection strategies of participants; negotiating and delivering appropriate training opportunities; supporting participants throughout the programme.
* Establish and maintain contact with partner agencies to deliver the B:activ project and network with relevant agencies to increase awareness of the project and Youth 1st generally
* Manage and build new partnerships to expand the reach / influence / impact of the B:activ project.
* Recruit, train and mentor 10 new young volunteers per year
* Support young volunteers and members with accredited awards
* Deliver B: A Leader training programmes to young people (5 per year)
* Upskill young people to deliver training courses to their peers and youth workers
* Sit on relevant steering groups and forums that further the aims and ambitions of Youth 1st and B:activ.
* Write funding applications and funding reports (where relevant).
* Manage, develop, and support the delivery of partnership projects.
* Investigate the opportunities available for young people and youth workers/volunteers in Fife to encourage ongoing participation in sport and/or physical activity and co-ordinate and promote these opportunities.
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| **Youth 1st Duties and Responsibilities** |
| * Ensure that promotional and information material for partner agencies, possible participants and the public is kept up-to-date and relevant.
* Develop an evaluation process for the B:activ project and act on feedback to make appropriate improvements where necessary
* Produce regular reports for the Chief Officer and the Board and assists with the production of end of project reports.
* Use youth work methods, working with and supporting the participants throughout the B:activ project
* Participate in relevant training courses for own development as required
* Visit groups to promote project, delivers sessions and training as and when required
* Maintain up to date knowledge of appropriate legislation relevant to the work of the B:activ project
* Promote the work of Youth 1st in a positive and exciting manner.
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| **Person Specification** |
| **Qualifications** | * Relevant qualification in Community Education or Youth Work
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|  **Relevant**  **Experience/Knowledge** | * Experience of developing, delivering and evaluating youth work programmes
* Understanding of the needs and issues impacting young people
* Experience of collaborative working and developing and sustaining links and partnerships within the voluntary, statutory and community sector
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| **Skills and Abilities** | * Strong organisational and programme development skills gained in a relevant youth-focused environment
* Ability to motivate others, engage and encourage participation.
* Administrative, planning and evaluation abilities – good written and verbal reporting skills with the ability to plan and evaluate services and produce written reports
* Ability to work to deadlines under pressure and work flexibly in response to changing priorities
* Excellent interpersonal skills with the ability to engage effectively with individuals at all levels.
* Skilled user of IT with good working knowledge of MS Office.
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|  **Personal Attributes** | * Self-motivated with enthusiastic and energetic approach
* Confident approach to own learning and continuous improvement of your work.
* Actively demonstrates the values held by Youth 1st
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| **Working with Youth 1st** |
|  **Salary Range** | £30, 557.80 per annum (pro rata) |
|  **Salary Range** | 30 hours per week |
|  **Duration of Contract** | 3 years fixed term contract |
|  **Pension Scheme** | Pension allowance of between 5% and 7.5% of gross salary, matched by the employee’s contribution. |
|  **Leave** | 8 weeks paid leave per annum inclusive of public holidays, increasing to 9 weeks after 5 years service. |
| **Other information** | The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of Youth 1st.It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review.Youth 1st is a voluntary organisation and is monitored by The Board, who are all volunteers therefore, any extra assistance over and above paid sessions that staff are prepared to give would be greatly appreciated. However, there is no expectation of staff to give voluntary time. |