

About Youth Scotland

Overview

Youth Scotland is a membership organisation, supporting 2,200 youth groups and delivering services that help over 105,000 young people to learn, succeed and make positive contributions to their communities. We are the national charity for the support and delivery of community-based youth work and our mission is to support young people to achieve their full potential. The Youth Scotland membership, led by over 11,300 youth workers and volunteers, is diverse, ranging from small rural youth groups to large urban projects – the common goal that we all share is better outcomes for young people.

Through our youth awards; Dynamic Youth Awards; Youth Achievement Awards and Hi5 Awards, young people gain accredited recognition of their achievements. 361 external groups engage young people with these programmes in local authorities, schools, social work, sports groups and in prison.

Youth Scotland's Ambitions

Our vision is a Scotland where young people are confident, resilient, aspirational and ready to reach their potential. We believe young people have the right and need to be respected, valued and encouraged.

In December 2023, Youth Scotland introduced “Growing Sustainable Community-Based Youth Work” our five-year strategy to support and develop community-based youth work across Scotland, built on four supporting pillars: Supporting Our Member Youth Groups; Training Volunteers and Youth Workers; Youth Leadership and National Programmes; and Accredited Youth Awards.

Our four pillars

1. **Membership:** Supporting Our Member Youth Groups
Our ambition is for all young people, regardless of their circumstances, to benefit from high quality community-based youth work through the Youth Scotland network.
2. **Programmes:** Youth Leadership and National Programmes
Our ambition is for young people across all 32 Local Authorities to have the opportunity to grow and develop their everyday leadership skills and to use their voice in their communities through our youth participation projects.

3. **Training:** Training Volunteers and Youth Workers

Our ambition is to build on our reputation as the leading provider of training and capacity-building for the youth work sector in Scotland, improving the skills and confidence of those who are supporting young people.

4. **Youth Awards:** Accredited Youth Awards

Our ambition is that we will create more opportunities for young people to gain recognition for all their achievements through the accredited Hi5 Award, Dynamic Youth Awards and Youth Achievement Awards at SCQF levels 2–7.

As we look towards an evolving landscape, this strategy is both our plan and a reminder. We move forward with a clear direction: grow and develop community-based youth work; support young people to achieve their full potential and to help build a country which values community-based youth work and its impact on young people's lives.

Track Record

Youth Scotland has a track record of delivering grassroots services, particularly to volunteer led, volunteer run youth groups and to part-time workers employed by voluntary management committees.

As an organisation, we take pride in delivering our services and projects to a high standard.

Staffing Structure

Youth Scotland has a staff team of 27. While everyone is based out of our Edinburgh office, the staff team live, work and deliver services across Scotland.

Organisation Governance

The Youth Scotland Board is made up of 9 elected trustees and 6 co-opted trustees. To ensure continuity, stability and to introduce new skills, trustees serve for three years with an option to serve an additional three-year term.

Current Funding and Budget

Youth Scotland's turnover for 2022/23 was just over £1.6m. The largest contributions to this income came from Scottish Government's Children, Young People and Families Early Intervention Fund managed by Corra; CashBack for Communities from Scottish Government and Inspiring Scotland; Education Scotland and a number of other funders.

Terms and Conditions and Summary of Benefits

Status of the post

This is a permanent post.

Summary of the benefits of working for Youth Scotland

Salaries

The salary range for the post that you have applied for is contained at the top of the job description.

Salaries are the sole responsibility of the Youth Scotland Board. Individual progress up the incremental salary scale is dependent upon the organisation's ability to pay, and also related to an employee's personal performance following an annual performance review. Those who perform well consistently may be expected to move to the top of their band in increments over a period of time.

The Board of Trustees will determine incremental awards as part of the salary planning work that is undertaken each year before 1 April, the expected date for increments to be awarded. To qualify for an increment, staff must have at least six months service in their current grade. When staff reach the maximum point of their grade no further annual increments are due.

When settlement and/or approval by the Board is later than 1 April, payments are backdated to that date.

Working Hours

The standard working week for full-time staff is 35 hours. If you are applying for a part-time post, the hours of work are contained at the top of the job description for the post.

Travel and Subsistence

Staff will be reimbursed approved expenses whenever necessary and reasonable whilst on authorised business in accordance with the current rates for subsistence. Current Mileage rates are: 45p for the first 10,000 miles, then 25p thereafter.

Pension

Staff will be automatically enrolled to join a stakeholder pension scheme provided by Royal London. Youth Scotland will match your personal contribution at a rate of up to a maximum of 7.5% of earnings.

Holiday Entitlement

Youth Scotland has a generous public holiday entitlement of 37 days (25 Annual Leave increasing by 1 day each year up to 30 days and 12 Public Holidays). Public holidays are set in discussion with staff and these are currently 10 days at Christmas and two at Easter. Please see the top of the job description for the annual holiday entitlement for the post that you are applying for.

Training and Development

As part of an annual review process staff are encouraged to talk over their training and development needs with their Line Manager. It is recognised that career development opportunities are necessarily limited because of the size of the organisation, and therefore it is not always possible to guarantee promotion into a different grade. However, Youth Scotland believes that staff should be encouraged to think positively about their development needs and every attempt will be made to take account of these. All staff are supported to identify an annual training and development plan.

A range of in-house training is organised throughout the year. At the Chief Executive's discretion, all staff are entitled to an interest free loan to attend approved external training courses which may lead to improved career progression.

Transport Season Ticket and Bicycle Purchase Loans

Staff who have worked with Youth Scotland for one month are eligible for an interest free season ticket for public transport or bicycle purchase loan.

Insurance Cover

All Youth Scotland staff are covered by Personal Accident and Death in Service Insurance (up to 3 times salary).

Health

Subject to the satisfactory completion of the following periods of continuous service, Youth Scotland will provide an additional benefit over and above any entitlement to Statutory Sick Pay (SSP) where an employee is absent due to sickness. Except for certain

individual cases where the employee's Statement of Terms of Employment states otherwise, sick pay during any 12-month period is as follows:

Length of Service:

- Less than one year - full salary sick pay for four weeks
- One year and under two years - full salary sick pay for eight weeks
- Two years and under three years - full salary sick pay for twelve weeks
- Three years and under four years – full salary sick pay for sixteen weeks
- Four years and under five years - full salary sick pay for twenty weeks
- Five years and over - full salary sick pay for twenty-six weeks

In exceptional circumstances Youth Scotland's Board may, at its discretion, extend the period of full pay, or offer a period of unpaid leave.

Probationary period

All staff joining Youth Scotland will work a six-month probationary period.

Guidance notes on completing your application

1. Personal Details Form and Support Needs

Please complete this section fully. This page will be detached from your application form for short-listing purposes.

2. Application Form

Read all the information about the job (the covering letter, advertisement, job description and person specification), which is provided in the information pack. Fill in all parts of the application form. If some parts do not apply to you, write not applicable in the spaces provided. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have done any work experience, tell us about the skills and knowledge you have gained from that too.

3. Job Requirements

Every job that is advertised is based on a 'person specification' which outlines the skills, knowledge, abilities, experience, qualifications, that you will need for the job. We will assess your application against the person specification. Please ensure that you inform us enough to demonstrate that you do have the necessary experience or skills.

4. Your Career Experience

This is the most important part of the application form because you can tell us about your career experience, skills, knowledge, abilities, experience and personal circumstances. You should list every point of the person specification (essential and desirable criteria), and next to each point give a specific example which shows that you have the required knowledge, skills and experience and how you have used it in previous roles. You should describe what you can do and how you have done it in your current or previous job(s). Make sure the information you give us is clear, precise, easy to understand and easy to find. You may continue on additional sheets. But the total should be no more than 4 sides of A4 or equivalent, using 12-point font. Please do not send a CV. This will not be considered at the short-listing stage.

5. Equal opportunities

Please consider completing the optional Equal Opportunities Monitoring Form, which is inside the application pack. This helps us assess whether our policies ensure equality of opportunity and fair participation for all. We remove the monitoring form on receipt of

the application pack and process it separately. People who are involved with short-listing and interviews do not see the monitoring forms.

6. Contact with us

Please ensure that you send the application form electronically and on time. We will not consider any application that we receive after the closing date/time. Please arrange to be available for the interview date. We are unlikely to be able to arrange an alternative.

If we want you to come for an interview, we will aim to contact you three days before the interview date.

7. References

One referee must be your current or most recent employer. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor or a person within the Human Resources department within the organisation/company. We will not accept personal references.

