

**Project Support Worker**

**Respected and Safe - CyberSafe Scotland**

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| **Location:** | Hybrid (home working, office working and working in schools) in Aberdeen or surrounding area. Regular travel within Aberdeen city. |
| **Salary:** | £25,437 - £29,457 per annum pro rata dependent on experience(22.5 hours per week, option for term time only working). Initial contract until April 2026 with extension subject to funding |
| **Line manager:** | Director, Cybersafe Scotland |

We are looking for a Project Support Worker to join our team at CyberSafe Scotland. The role is central to supporting the delivery of our impactful Respected and Safe schools’ programme, that works to reduce online harm (including harassment, abuse and exploitation) and increase digital literacy and wellbeing.

We warmly encourage applications from candidates who share our mission and values.

**Role summary:**

The project worker will play a key role in:

Delivering targeted support groups with P7 pupils

The ongoing development of our comprehensive schools’ programme including developing resources, delivering lessons and running small groups

Building relationships with school staff, pupils, parents and families

Project planning including evolving/developing lessons and materials, running events and other engagement activities

**Purpose of the role:**

The project worker role is a key contact for CyberSafe Scotland within our partner schools – supporting children, their families and school staff. The project worker will have an area of focus supporting girls’ with their experiences online. They will also be an all-rounder with a responsibility for supporting the Director of Cybersafe Scotland and the other project workers with the ongoing development and delivery of our schools’ programme.

This is an exciting role offering someone the opportunity to be part of a growing team and be involved with delivering impactful support and developing resources.

**Key responsibilities:**

Running regular small group sessions with P6 and/or P7 girls to provide targeted support with their experiences online

Delivering regular classroom-based online safety sessions to P5-7 classes within our partner schools

Contributing to the ongoing development of the schools’ programme and developing and evolving relevant materials for classroom and small group sessions and support sessions for parents and teachers

Contributing to the design of parental engagement activities and delivering these online and in person

**Knowledge, skills and experience:**

**Essential Criteria**

Experience of working with children and young people

Excellent interpersonal and communication skills with the ability to relate to children, their families and build relationships within our partner schools and with other external stakeholders

Commitment to safeguarding children online

Team player who is an all-rounder and will work effectively with colleagues based remotely and contribute to the development of the wider project

Ability to work independently and prioritise and manage a busy workload

**Desirable Criteria**

Previous teaching experience

Previous experience delivering presentations

Experience working with vulnerable children and young people

An awareness and understanding of key apps and games (Snapchat, TikTok, YouTube, Whats App, Roblox etc)

**For more information or any further questions please contact** **admin@cybersafescotland.org****. To apply, please send a CV and covering letter to** **admin@cybersafescotland.org** **by midnight on Friday 22nd August. Interviews will be scheduled for 1st or 2nd September – in person at Somebody Cares House, Wellington Circle, Aberdeen, unless requested otherwise.**

**Additional information**

The post is advertised as a 22.5 hour per week which can be worked flexibly in discussion with line manager. Due to the role responsibilities working on weekdays (generally Tuesday – Thursday) within school hours is a requirement, though some hours can be flexible across the week to some extent. There is also the option of a term time only contract. Please outline your preferences within your job application. This role would also be suitable for a job share.

The post is a fixed term contract until the end of March 2026, with the possibility of extension subject to funding.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to, or altered as required, in line with the requirements of the office.

This post is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland. Where the contents of a PVG Scheme record are not satisfactory, we reserve the right to terminate employment. Candidates will be required to produce original certificates to enable us to verify qualifications.

The start date for the role will be the week beginning the 15th September 2025, subject to the successful applicant’s availability.