



Job Description

Job Details

Job Title	Youth Worker (16 hours per week)
Location:	Fife Wide
Line Manager:	B:activ Co-ordinator

Main Purpose of Job

- ✓ Responsible for supporting delivery of the B:activ project and supporting member groups using a youth work approach.

Duties and Responsibilities

General

- Meet with the B:activ co-ordinator on a regular basis to discuss and agree all aspects of the development of the project.
- Take a key role in the delivery of the project.
- Provide our network with regular updates by posting on social media.
- Using youth work methods, work with the participants throughout the project.

Health Promotion

- Take a key role in organising, planning and delivering games, arts and crafts, education and physical activity sessions.
- Be an ambassador for living a healthy life and be passionate about passing on this message.

Young Volunteers

- Support the B:activ Co-ordinator with development of the Young Volunteer Programme.
- Deliver training for young people as required, including support with Dynamic Youth Awards and Youth Achievement Awards.
- Assist in the delivery of the Young Volunteer programme.

Other duties

- Network with relevant agencies to increase awareness of the project and Youth 1st.
- Liaise with the Network Support Team to understand the needs of members.
- Provide network support to an allocation of the Youth 1st membership.
- Diversify the offer of youth work activities available to our members.
- Participating in relevant training courses as required.
- Promoting the work of Youth 1st in a positive and exciting manner.
- Visit groups, provide information and training where required.
- Other reasonable duties as identified by the Line Manager.

Person Specification	
Qualifications	<ul style="list-style-type: none"> • Relevant qualification in youth work or equivalent or be willing to work towards one.
Relevant Experience/Knowledge	<ul style="list-style-type: none"> • Experience of delivering Youth Work. • Ability to work in partnership in a range of settings. • Ability to engage positively with young people.
Skills and Abilities	<ul style="list-style-type: none"> • 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 • Ability to travel throughout Fife to deliver sessions and attend meetings. • Must have a full driving licence with access to a vehicle. • Ability to work flexibly including evenings, occasional weekends and school holidays.
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated with an enthusiastic and energetic approach. • Confident approach to own learning and continuous improvement of your work. • Actively demonstrates the values held by Youth 1st. • Keen interest in health and wellbeing and the benefits of physical activity.



Working with Youth 1st	
Salary Range	£23,514 per annum (pro rata)
Hours of work	16 hours per week
Duration of Contract	1 years fixed contract. Possible extension to contract depending on funding.
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	<p>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. Job posting is subject to a mandatory PVG.</p> <p>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.</p> <p>Youth 1st is a voluntary organisation and is monitored by a Voluntary Board of Trustees.</p> <p>Youth 1st is a Scottish Incorporated Charitable Organisation. Registered Charity: SC006872.</p>