**Job Description**

**Job Title:** Youth Volunteer Development Lead

**Hours:** 28-35 hours (evening and weekend work may be required)

**Salary Scale:** £25,109

**Contract:** to 31st May 2026

**Line Manager:** Engagement Manager

**Location:** Hybrid (main bases in Clarkston and Barrhead) with East Renfrewshire wide travel required

**Annual Leave:** 25 days + 12 Bank Holidays

**Job Role:**

To work closely with Youth and Participation Teams to plan, develop and implement our new Youth Volunteering Programme.

You will be helping disengaged young people aged 12-25; supporting them to overcome their personal barriers to move forward. Our youth-led programme will offer young people opportunities to grow in confidence, find opportunities to participate that are meaningful to them and develop lasting connections within their community through the mix of 1:1 intensive support, group volunteering, and volunteering programmes and workshops, with a focus on creating local collaborations that tap into existing resources and services.

The programme is funded through the Young Start, a grants programme run by the National Lottery Community Fund.

**Key Tasks:**

* Lead on the development and delivery of meaningful individual and group volunteering opportunities for young people; provide guidance and capacity building support to organisations interested in creating youth-friendly volunteering opportunities.
* Plan and lead on engagement activities to promote the programme, gather insights, build relationships, and ensure the programme continues to meet the needs of young people
* Build effective relationships and facilitate collaborations across a wide range of local and national organisations to support the transition of young people with Additional Support Needs from school through the development of supported and accessible volunteering opportunities
* Ensure meaningful involvement of young people in the development, design and delivery of programme activities; Support and development of our Youth Steering Group.

**Programme Activity:**

* Identify and target those young people who are facing personal barriers, e.g. young people with ASN, care experienced, those at risk of homelessness or have experienced, social work supported, young parents, young people with a disability, BME groups, those disengaged from community etc.
* Work with a caseload of young peoples (in 1:1 and group situations) to remove barriers to volunteering; Develop and deliver 1:1 and group sessions
* Identify needs and organise access to learning opportunities which are tailored to individual needs. Arrange appropriate training for individuals and liaise with external training providers.
* Act as a community-based contact point, signposting young people to services and support as appropriate.
* Establish links with existing groups and organisations to raise awareness of services available.
* Undertake outreach activity in suitable locations to establish linkages with target group of young people.
* Maintain up to date knowledge on volunteering opportunities available for young peoples.
* Develop good working relationships with partners, including Work EastRen, DWP and Skill Development Scotland to support and encourage their involvement and proactively market programme to young peoples, partners, public, etc
* Work with Communications Team to develop and implement programme’s communications plan
* Report on the progress of work, ensuring that plans are followed, and deadlines are met
* Contribute to ongoing monitoring and evaluation of the programme
* Keep clear and concise records and paperwork as required

**Occasional Tasks**

* Undertake other duties which may be required, and which are commensurate with the post
* Assist with the financial aspects of grant applications

**General**

* To be committed to the work of Voluntary Action East Renfrewshire and to promote team working
* To work in accordance with the organisation’s policies and procedures
* To work as part of the Voluntary Action staff team, involving additional duties as and when required to support colleagues

**Person Specification -**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| 1. **Career Experience**
 |  |  |
| * Experience of working with Young People or Young people with ASN
 | ü |  |
| * Experience of partnership working and building effective collaborative relationships
 | ü |  |
| * Experience of working with volunteer involving organisations
 |  | ü |
| * A good knowledge and understanding of the charity/third sector
 |  | ü |
| * Relevant degree or other qualifications
 |  | ü |
| 1. **Specialist Knowledge/Experience**
 |  |  |
| * Good working knowledge of Microsoft products i.e. Word and Excel, TEAMS.
 | ü |  |
| * Confident with technology and able to learn and use digital platforms and software, e.g. social media platforms, file sharing and CRM systems
 | ü |  |
| * Good awareness of barriers and challenges faced by young people
 | ü |  |
| * Good understanding of volunteering and volunteering development
 | ü |  |
| * Understanding of Service design principles and tools
 |  | ü |
| 1. **Skills/Aptitudes/Potential**
 |  |  |
| * Good planning and organisational skills and ability to manage time
 | ü |  |
| * Adaptability and flexibility to changing priorities as required
 | ü |  |
| * Very good communication skills – verbal and written; Able to communicate well with a wide range of people, including practitioners, Young People, volunteers etc.
 | ü |  |
| * Flexible approach with an ability to meet deadlines
 | ü |  |
| * Ability to work on own initiative with limited supervision
 | ü |  |
| * Self-motivated and enthusiastic
 | ü |  |
| * A good team player and willing to work cooperatively across teams
 | ü |  |