**Job Description & Person Specification**

|  |  |
| --- | --- |
| **Job Title:** | **Youth Lead Worker (Networks & Opportunities)** |
| **Hours:** | 17½ hours (evening and weekend work may be required) |
| **Location:** | Clarkston and Barrhead with East Renfrewshire wide travel required |
| **Salary:** | £25,989 per annum, pro rata £12,994.50 |
| **Contract:** | to 31st May 2026 |
| **Line Manager:** | Engagement Manager |

**Job Role**

We’re looking for an innovative, proactive and well organised Youth Lead to join our team.

You will be building capacity of local organisations, facilitating collaborations and ensuring that volunteering opportunities in East Renfrewshire are inclusive and accessible to disadvantage young people.

Our youth-led programme offers young people (12-25 years old) 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 of meaningful youth-friendly volunteering opportunities for young people; provide guidance and support to organisations interested in creating youth volunteering opportunities.
* Build effective relationships and facilitate collaborations across a wide range of local and national organisations to support the development of supported and accessible volunteering opportunities
* Develop regular networking opportunities for youth services and workers
* Work closely with other Youth Leads to ensure meaningful involvement of young people in the development, design and delivery of programme activities and networking opportunities; Support and development of our ‘Make it Happen’ Youth Volunteering Team

**Programme activities:**

* Promote, develop and support volunteering by young people who face personal barriers.
* Identify and target groups and organisations to promote youth volunteering involvement
* Provide guidance and support to Volunteer Involving Organisations (VIOs) on involving young volunteers
* Support VIOs to identify and develop bespoke opportunities for young volunteers who face personal barriers
* Support other Youth Leads to identify or create individual or group volunteering opportunities that realise the needs of young people supported by the programme
* Support the follow-up process with young people and host organisations to ensure a positive volunteering experience for everyone involved and to identify any capacity building needs or areas for further support
* Maintain and expand a directory of organisations offering opportunities for young people facing barriers as a tool to strengthen partnerships, improve signposting and support a collaborative youth network.
* Lead on the design, development and delivery of toolkits, training and communications to support local VIOs and groups to effectively involve young people, particularly those with personal barriers.
* Set up networking opportunities for youth services and organisations workers, and young people to build on the momentum from the programme’s earlier networking activities
* Support The Community Hub to maintain the Community Directory as a dedicated resource for young people, families and carers, and youth professionals to improve access to information about supports and activities

Work with Communications, Youth Team and our Youth Volunteers to develop and implement programme’s communications plans focused on promoting the programme, its impact and showcasing the positive impact of young people across our communities

**Monitoring & Reporting**

* 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

**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 developing supported and accessible volunteering opportunities | ü |  |
| * Experience of partnership working, building networks and effective collaborative relationships | ü |  |
| * Experience of working with volunteer involving organisations | ü |  |
| * Experience organising and facilitating networks, meetings and events both in-person and online | ü |  |
| * A good knowledge and understanding of the charity/third sector |  | ü |
| * Relevant degree or other relevant qualifications |  | ü |
| 1. **Specialist Knowledge/Experience** |  |  |
| * Good awareness of barriers and challenges faced by disadvantaged young people, e.g. disengaged YP, ASN, disabilities, mental health issues, care experienced | ü |  |
| * Excellent understanding of volunteering and the challenges and best practice around volunteer management, in particular around young people | ü |  |
| * 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 |  |
| 1. **Skills/Aptitudes/Potential** |  |  |
| * Excellent 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 |  |
| * A good team player and willing to work cooperatively across teams | ü |  |
| * Self-motivated and enthusiastic | ü |  |