



## Youth Engagement Manager

30 hours a week – Part Time

**Start Date Mid August 2024 – Fixed term till end of June 2025**

**Closing Date Monday 14<sup>th</sup> July 12pm**

**Location:** Edinburgh  
**Role Reports To:** Project Manager for Edinburgh and the Lothians  
**Job Family:** £25,000 Pro Rata  
**Department:** Delivery

### Role Purpose

ProjectScotland, part of the national charity Volunteering Matters, supports young people to get on in life through the power of volunteering. Brighter futures work with pupils (aged 13-16), we offer disadvantaged pupils struggling to engage with the regular school curriculum the opportunity to undertake a volunteering placement as well as the option of having a mentor. We support and empower pupils to gain skills and confidence in a new environment within the wider community, promoting a sense of belonging, whilst extending horizons and aspirations.

We are looking for a talented, dynamic, and compassionate Youth Engagement Manager to join our team in Edinburgh. The right candidate would be someone who can work flexibly and demonstrate an understanding and total commitment to our organisational values.

This role will be working in partnership with St Thomas of Aquins R.C High School, we have been delivering Brighter Futures here for two years and have funding till June 2025.

### Key Duties & Responsibilities

- To build relationships with secondary school pupils, particularly those on flexible timetables, who have complex and challenging barriers, acting in a non-judgemental way to support them through their Brighter Futures journey
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- Consistently role modelling and displaying Volunteering Matters organisational values
- Deliver and develop the Brighter Futures Schools programme within in St Thomas of Aquins R.C High School, meeting ambitious targets and milestones, ensuring all young people engaged achieve positive outcome.
- Provide pre and post volunteering practical and emotional support to each pupil, helping to build their confidence and identify achievable goals as well support the pupil to complete awards and qualifications linked to their volunteering.
- Engaging with current charity partners, not for profit organisations and social enterprises and developing new ones in line with our Best Practice for under 16's volunteering.



- Develop diverse, high quality and bespoke volunteer placements with third sector partners that reflect the needs and interests of pupils.
- Effective recruitment, selection, training, and ongoing support of a diverse pool of talented and dedicated volunteer mentors from a wide cross-section of the community
- To maintain Volunteering Matters standards around quality and effective Volunteer Management
- To manage all elements of a young person's experience, from referral to completion of their journey, including managing the match with their mentor.
- To manage the risk assessment, safeguarding, quality assurance and audit processes as appropriate
- Ensure monitoring, impact and evaluation information is collected and that Brighter Futures meets its agreed targets, reporting format and schedule.
- Administration tasks including maintaining effective and accessible records, the use of Microsoft Office, Teams, Zoom and other software such as Canva (use to develop relevant promotional material and information)
- This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.

### Skills / Knowledge Required

- Excellent knowledge & understanding of the life challenges and issues that young people face in Scottish society including an understanding of "The Promise" as well as understanding of trauma informed practice.
- An understanding of how to assess the needs of an individual using a person-centred approach
- Excellent written and verbal communication skills including being able to have strategic conversations with partners and stakeholders one minute, and talk to an anxious or unsure young people the next



- Excellent people skills with the ability to build professional, long-term relationships with various stakeholders, to influence and motivate others
- Excellent organisational skills including strong attention to detail, the ability to manage a busy workload, and prioritise effectively
- Excellent IT skills including the use of Office 365, Microsoft Teams and other software packages
- A creative approach to problem solving, an ability to work independently and use own initiative
- Ability to think on your feet, act quickly and respond to situations as well as demonstrate common sense and initiative
- The post holder should be non-judgemental, competent, conscientious and self-aware.

### Experience Required

- Experience working directly with young people, specifically those that have barriers or who face life challenges.
- Experience in all aspects of effective Volunteer Management (recruitment, training, support)
- Experience developing strong working relationships, with a range of internal and external stakeholders
- Experience of project management, achieving goals, managing a busy workload and working to deadlines
- Experience of measuring the impact of mentoring/volunteering, and understanding the results
- Understanding of and full commitment to Equality, Diversity, and Inclusion

### Qualifications Required

Relevant experience and values alignment is more important for this role than specific qualifications.

### Other



**Location:** A large part of your working week will be based at St Thomas of Aquins R.C High School or visiting our charity partner sites across the city. For the remainder of the week, you will have the opportunity to work from our Edinburgh office, or at home. The postholder will require good internet access to enable remote working, and a suitable home office space. I.T. equipment and infrastructure will be supplied.

### **PVG**

This role requires membership of the PVG (Protection of Vulnerable Groups) scheme. We will support you to become a PVG member if you are not already. Having a conviction will not necessarily cause a bar to employment.

### **Our Values & Way of Working**

Volunteering Matters offer flexible working by default. In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our organisational values:

We are Empowering  
We are Inclusive  
We are Compassionate  
We are Positive  
We are Straightforward

### **Diversity & Inclusion**

We encourage applications from people of all backgrounds and communities. This will help us to ensure that our staff team represents the people we serve in Edinburgh and the Lothians.

We particularly welcome applications from Black people, people of colour, and people with disabilities - all of whom are currently under-represented in our staff team.

### **Disability Confident & Reasonable Adjustments:**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the "Experience/Skills and attributes" section of this job description.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact [scotinfo@volunteeringmatters.org.uk](mailto:scotinfo@volunteeringmatters.org.uk) for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show The Salary, Salary History.





### To Apply for this role

1. Prepare an up-to-date CV
2. Download and complete our Recruitment Monitoring Form (can be found on our website)
3. Prepare a supporting statement detailing why you are the right person for the role. Your supporting statement should be more than a cover letter, it should carefully reflect the role advertised including detailing WHY you meet the requirements in the Job description/Person Specification
4. Send all documentation by email to - [scotinfo@volunteeringmatters.org.uk](mailto:scotinfo@volunteeringmatters.org.uk) by the deadline.

If you have any questions or would like to speak to the Recruiting Manager for this role, please don't hesitate to contact [scotinfo@volunteeringmatters.org.uk](mailto:scotinfo@volunteeringmatters.org.uk)

Interviews will be held on the 19<sup>th</sup> July 2024.

