

## Youth Engagement Officer

21 hours per week

Start Date Mid August 2024

Fixed Term contract until 31<sup>st</sup> July 2025

<b>Location:</b>	Edinburgh - Citywide
<b>Role Reports To:</b>	Project Manager for Edinburgh and the Lothians
<b>Job Family:</b>	Real Living Wage £12 per hour
<b>Department:</b>	Delivery

### Role Purpose

ProjectScotland, part of the national charity Volunteering Matters, supports young people to get on in life through the power of volunteering. We're looking for a patient and engaging Youth Engagement Officer to join the Brighter Futures team in Edinburgh. The right candidate would be someone who can work flexibly and demonstrate an understanding and total commitment to our organisational values.

Young people we support include those facing multiple barriers or disadvantage. Our support helps them to achieve positive outcomes for their future. You will work closely with our Brighter Futures Youth Engagement Managers to deliver a high quality, impactful volunteering, and mentoring service for secondary school pupils.

### Your role will be:

- To spend time with the Youth Engagement Manager finding out about how best to support the young person and about their placement.
- To travel with the young person to and from their placement, this could be by using public transport or walking.
- To engage with the Charity Partner whilst Young Person is volunteering, this could include volunteering alongside the Young Person.
- To update the Youth Engagement Manager with any issues as well as feeding back positives.
- To adhere to current policy and practice in all aspects of the ProjectScotlands work.
- To contribute to the effective administration of the Brighter Futures School's project.
- To take part in training deemed necessary by the current requirements of ProjectScotland.
- To undertake any other duties which may be required.
- To collect data for and create social media posts for Brighter Futures.
- Support wider volunteer engagement in the school, building the schools volunteering culture and supporting the development of a 'Volunteer Champions' programme.

### Key Duties & Responsibilities

- Consistently role model and display our organisational values.
- Contribute to effective teamwork.
- To meet ambitious targets around the number of pupils supported, achieving positive outcomes for all.
- Acting as a listening ear to pupils whilst supporting to travel to their placement/volunteer.



- To maintain excellent relationships with charity and not-for-profit partners in Edinburgh - ensuring diverse, high quality volunteer roles are available that reflect the needs and interests of pupils.
- To follow the risk assessment, quality assurance and audit processes as appropriate
- Ensure monitoring, impact and evaluation information and data is collected and that the project meets its agreed targets, reporting format and schedule. Assist colleagues by preparing reports to funders.
- To ensure all the above is done with excellent record keeping, in accordance with compliance requirements.
- Promoting and representing Volunteering Matters and ProjectScotland across Edinburgh

*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.*

### **Person Specification**

#### **Skills/Experience Required**

- Knowledge and understanding of the issues affecting young people's lives.
- 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.
- Ability to develop and sustain relationships with a wide range of people.
- Experience of working as part of a team.
- Strong organisational and IT skills, customer-focused with an ability to have conversations with partners one minute and talk to a young, nervous young person the next
- Strong attention to detail and a willingness to accurately record all interactions

#### **Skills/Experience Desired**

- Understanding of safeguarding, child protection and confidentiality.
- Ability to manage a busy workload and prioritise accordingly.
- Experience working directly with young people, particularly those who face challenges and barriers.
- Experience of volunteering or volunteer management.
- 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:** You will be working with pupils from a City Centre school in Edinburgh. You will spend most of your time traveling around the city or at our charity partner sites across the city.

For the remainder of the week, you will have the opportunity to work from our city centre 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)

Deadline is Monday 15<sup>th</sup> July 12pm  
Interviews will be held on Friday 19<sup>th</sup> July

