

## Youth Engagement Manager

17.5 hours a week – Part Time

**Start Date ASAP – Temporary until 31<sup>st</sup> July 2026**

**Location:** Edinburgh  
**Role Reports To:** Project Manager for Brighter Futures Edinburgh  
**Job Family:** £25,625 pro rata  
**Department:** Delivery

### Role Purpose

Volunteering Matters Brighter Futures work with pupils (aged 13-18) who are referred via the City of Edinburgh Councils We Matter Team. These are disengaged young people who have been identified as needing some additional support in engaging with education and positive pathways.

The aim of the project is to get them to experience a volunteering placement with local charitable organisations that will build their confidence and allow them to grow and learn new things in a different environment out with school. We also support the young person to receive a qualification through this which as well as offering all young people the opportunity to have a mentor. The young people that we support on this project are all care experienced in some way. They will often face multiple barriers and have experienced trauma.

We're looking for a patient and engaging Youth Engagement Manager 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.

### Key Duties & Responsibilities

- To build relationships with the young people, acting in a non-judgemental way to support them through their Brighter Futures journey.
- Consistently role modelling and displaying Volunteering Matters organisational values
- Deliver and develop the Brighter Futures Schools programme across the City of Edinburgh, meeting ambitious targets and milestones, ensuring all young people engaged achieve positive outcomes
- Work alongside staff from residential units, parents and carers to help support building a relationship with the young people referred.
- Build relationships with high schools across Edinburgh
- Engaging with current Charity Partners and developing new ones in line with our Best Practice for under 18's volunteering.
- 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.



- Establish and maintain effective working relationships with internal and external stakeholders including colleagues, volunteers, families, social work, NHS, Education partners, third sector organisations and others.
- To maintain Volunteering Matters standards around quality and effective Volunteer Management
- Support the young people to complete awards and qualifications linked to their volunteering.
- To manage all elements of a young persons experience, from referral to completion of their journey
- 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 it's agreed targets, reporting format and schedule.
- Assist the Project Manager by preparing Impact Reports
- 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.
- Experience delivering a youth work approach to young people who challenge.
- 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 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.
- Ability to develop and sustain relationships with a wide range of people.

### Experience Required

- Significant experience working directly with young people, specifically those who are care experienced 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

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### 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 three schools in Edinburgh, one in the City Centre and two in the North, 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 Edinburgh office at Montgomery Street Lane, 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 –[jen.finnimore@volunteeringmatters.org.uk](mailto:jen.finnimore@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 [jen.finnimore@volunteeringmatters.org.uk](mailto:jen.finnimore@volunteeringmatters.org.uk)

