

TD1 Youth Hub

Job Description

Project Lead (Stepping Stones)

Responsible to:	Chief Executive
Hours of Duty:	Full time – 35 hours per week (reduced hours/condensed weeks considered on negotiation)
Salary:	£25,116 per annum (based on 35hrs p/w)
Status:	Fixed term contract until October 2025 with continuation funding sought beyond this period
Purpose of Job:	To coordinate the delivery of the Stepping Stones project through 1-1 and small groupwork and support the broader youth work team

Key Tasks and Responsibilities.

To organise the day-to-day running, development and evaluation of the Stepping Stone programme.

To identify and engage with young people's needs, encouraging their full participation within the organisation, its programmes and their own community.

To establish and maintain a network of advice and referral organisations deemed appropriate to enable young people to address issues in their lives and support the transfer of young people into these service provisions.

To attend and make full use of Staff, Team, Board, Line Management and other organisational meetings, enabling good communication, personal & professional development and practice to develop.

To undertake the preparation, administration and evaluation necessary to fulfil the duties of the post, organisation and project.

To assist the organisation and Chief Executive in establishing a network of Youth, Community, Business and other organisations, which support and enhance the work of the project within the voluntary, statutory or business sector.

To ensure the organisation and its work is run within the policies and guidelines set by the Board of Directors and other organisations that impact on the service delivery of the organisation.

To deliver face to face work throughout the organisation's project including drop-ins and school based youth work and run within the policies and procedures provided.

Meeting young people on a 1-1 basis and supporting their mental health and well-being

Working with young people to work with their peers to develop effective change in their lives through small group work

Working in school to support the well-being and attainment of young people with the school youth work team

Working with partners such as Fire Brigade, Police, Live Borders, etc to provide a range of positive group based programmes for young people to take part in

To provide support, supervision and guidance to sessional staff and volunteers involved in the project

To work in partnership with the Stepping Stones workers in other areas across the Scottish Borders and play a full role in the Scottish Borders Youth Work Partnership

Attend appropriate training offered and seek additional training to enhance the service the organisation offers and contribute to your personal development plan.

Some evening and weekend working will be expected.

Educational Qualification.

Qualification in community work or youth work at HNC/HND or degree level would be desirable, however not essential.

Experience Required.

A minimum of two years' youth work experience (voluntary will be accepted) or similar work delivering services for and with young people.

Experience of working within social work, teaching, voluntary or statutory youth work services, delivering an integrated needs led service with vulnerable young people.

Skills and Attributes.

The organisation is looking for an open, honest and non-judgemental practitioner who is able to work on their own initiative, as well as part of an overall team. The postholder should be self-motivated and able to provide motivation and support to other colleagues.

The candidate should be well organised and have experience of project working and organisation, which should include skills in programme development, monitoring and evaluation, and report writing.

It would be desirable if the candidate had experience with hard to reach and vulnerable young people. A full driving licence and access to a car is essential.

The post is 65% funded by The National Lottery Community Fund with remaining 35% funded through local authority and a small trust.

Successful applicants will be required to complete a PVG Disclosure Scotland check and complete two references.

PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of working with young people (10-18 year old) for a minimum of two years	X	
Experience of project management		X
Experience of working in a youth work setting	X	
Education and Qualifications		
HNC/HND level minimum in relevant field		X
Skills and Knowledge		
Good organisational skills	X	
Excellent interpersonal and communication skills	X	
Ability to develop reports for funders	X	
Ability to motivate and lead	X	
Good partnership working skills	X	
Understanding of schools based work		X
Working knowledge of Child Protection issues	X	
Ability to keep records, information and evaluations	X	
Good IT skills	X	
Driving license and access to car	X	
Understanding of UNCRC	X	

*A relevant qualification is a qualification in a community /or people related field eg social work, community work, community education, nursing, teaching, social sciences etc

Funded by:

