PEEK
POSSIBILITIES FOR EACH AND EVERY KID

Position:	Young Activists Project Facilitator
Hours:	18 hrs per week Evening & weekend work will be required
Salary:	£9828.00
Responsible to:	Thrive Programme Manager

CORE FUNCTION:

Plan, coordinate and facilitate the delivery of Young Activists Projects for young people aged 14+ in school and community settings and support participants to achieve accredited awards.

DUTIES:

Delivery 75%

1. **Plan, coordinate and facilitate the delivery of 4 x 12 week Young Activists Projects**

- Work closely with the Thrive team and external partners to recruit and support 48 young people aged 14-25 over a 12 month period
- Plan, deliver and facilitate engaging weekly structured workshops and sessions
- Support young people to identify and tackle local social issues embracing a youth led approach
- Listen to the wants and needs of participants to ensure the projects are tailored, accessible, relevant and that young people are empowered to share their views
- Engage with external partners and organisations as necessary to organise presentations, trips, events and opportunities for participants to learn more about their chosen issue(s) including but not limited to local MPs, MSPs, third sector organisations, social enterprises, private sector businesses, etc.
- Work with young people to plan a sharing/event/exhibition/campaign to showcase their findings
- Regularly communicate with young people via social media platforms

2. **Support young people to share their learning with other young people/TeamPEEK/Partners and celebrate success. This will include:**

- Organise and lead on social events and outings for participants
- Support young people to achieve accreditation i.e. Youth Achievement Award, Dynamic Youth Awards
- Support Thrive Celebration and Awards Evening
- Contribute to joint working and partnership working ensuring positive relationships with all concerned

3. **Ensure that safety procedures are folowed conforming to the organisations policies including Child Protection and Health & Safety policies**

- Complete any appropriate reports e.g. accident/incident forms or child protection forms
- Undertake any necessary risk assessments – events/trips/halls

4. **Work with the Thrive Programme Manager and Finance and Marketing Manager to produce marketing material including recruitment flyers, showcase flyers, etc. as required.**

Monitoring and Evaluation 25%

1. **Monitor young volunteer engagement and awards targets and evaluate progress responding to the changing environment and needs of the young people.**

- Keep accurate records including attendance, contact forms and award registration forms
- Positively contribute to publicising the successes and learning of the participants using a number of digital

platforms including social media.

2. Communicate regularly with the Thrive Programme Manager to update on progress

- Work towards agreed operational work plans and review results on a quarterly basis to ensure the achievement of targets and outcomes
- Attend and contribute to regular team meetings
- Contribute to the presentation of six monthly review & quarterly operational reports and funder reports

Other

1. Participate in appraisal and supervision, attend internal team meetings, including those of the Whole Team as requested and attend any training identified as relevant.
2. Ensure that confidentiality is maintained at all times working within the policies of the organisation.
3. To ensure an active social media presence of PEEK and the Thrive Programme including managing your own professional Twitter account.
4. Contribute to any fundraising efforts within PEEK.
5. Carry out any duties as may be reasonably requested by the Thrive Programme Manager and CEO.

PEEK
POSSIBILITIES FOR EACH AND EVERY KID

Young Activists Project Facilitator

Essential

- A genuine interest and passion in working with young people and supporting their development through youth activism and volunteering
- Knowledge and understanding of the issues and pressures affecting young people today
- A self-motivated team player, capable of working to deadlines with patience and good humour.
- Experience of planning and facilitating sessions and working with young people on a group basis
- Experience of supporting young people to achieve awards i.e.- Youth Achievement Awards, Dynamic Youth Awards
- Be organised and efficient as well as the ability to work flexibly with a busy and changing organisation
- Able to embrace and champion a youth led approach
- Able to use social networking e.g. Facebook, Twitter etc. as a means of contacting young people and sharing achievements
- Experience of demonstrating impact through a range of monitoring and evaluation methods
- An understanding of and commitment to equal opportunities and diversity
- Awareness of Child Protection guidelines and relevant legislation
- Evening and weekend work required

Highly Desirable

- Experience of working with young people with additional support needs
- Experience of working with partner organisations
- Confident computer skills proficient with MS office applications
- Be in possession of a relevant qualification certificate, diploma or degree
- Be in possession of a clean UK driving licence and access to your own vehicle

Desirable and/or Helpful

- Knowledge and experience of working in deprived communities