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**Job Title: Volunteer Support Worker**

Hours: 35hrs, worked flexibly to suit PEEK’s hours of operations (8am-8pm)

Occasional evening and weekend will be required

Based at: PEEK Office – The Legacy Hub, 301 Springfield Road, Glasgow G40 3LJ

flexibility around homeworking in line with Government guidelines and PEEK policies

Salary: £20,132 -  £22,129

Pension : 6% Employer Contribution

Annual Leave: 20 days A/L, 14 days P/H, 1 personal day and 1 Birthday

Reports to: Youth Development Coordinator

As our Volunteer Support Worker,you will provide high quality development opportunities for young people. You will have experience of planning and delivering impactful youth training and/or volunteering and/or employability programmes and activities including supporting young people to achieve accredited awards that are inclusive, accessible, and developmental. You will have experience of working with young people who have experienced barriers to participation in education and community life.

The Volunteer Support Worker will work across #TEAMPEEK and will engage with delivery partners including schools to support young people in programme delivery across Glasgow.

We are looking for high performing individuals who lead by example and are committed to working within PEEK’s organisational values; Compassionate, Dignity, Excellence, Integrity and Respect.

**SUCCESS CRITERIA**

**PLANNING AND DELIVERY**

1. Carry out all work associated with the delivery of the programme ensuring content is suitable to the age, physical, emotional, and social ability of all participants and is in line with health and safety standards and community development principles;
2. Plan, prepare and deliver high quality youth work and training sessions, workshops and trips for young people in school and community settings and online;
3. Coordinate young volunteer timetables and provide on-site support;
4. Support young people to achieve qualifications and carry out all administration required e.g. Arts Awards, Hi-5 Awards, Youth Achievement Awards;
5. Collaborate with wider #TEAMPEEK colleagues to support the development and implementation of a delivery plan and targets;
6. Support the protection of children, young people and families by following PEEK’s Child Protection and Vulnerable Adults policies and procedures at all times;

**MONITORING AND EVALUATION**

1. Regularly review and evaluate programme delivery ensuring the continuous improvement of our programmes for our children, young people, families, and other stakeholders;
2. Ensure all data recording including information on children, young people, families, and partners is captured accurately enabling robust impact assessment, delivery of funding agreements and the effective use of our resources;

**PARTNERSHIP WORKING**

1. Establish and maintain relationships with local partners, schools & networks reaching all children, young people and families who need us most;

**FINANCE, FUNDING AND FUNDRAISING**

1. Support the Programme Development Manager in setting annual programme budgets and operate in line with the standards set out by the organisation;

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA: Behaviours and Attitudes**

Have a positive can-do, will do attitude and be solution-focussed

Highly organised, with the ability to create plans, work within agreed timelines and follow processes

Excellent people skills, able to work collaboratively and flexibly with a diverse team and build positive working relationships

Use own initiative and work independently as well as part of a team

Ability to apply and adapt to different communication styles striving for an inclusive approach

Discretion when dealing with confidential information such as HR or Safeguarding

Commitment to working in a values-based culture including non-discriminatory and equal opportunities practice

**ESSENTIAL CRITERIA: Skills, Knowledge and Experience**

Experience of working directly with children, young people and families using youth work as an engagement tool in schools and community settings.

Experience of delivering programmes, services, processes, and systems to achieve outcomes, individually and as part of a team.

Experience of building positive relationships with colleagues, children, young people, families and professionals.

Experience of monitoring and evaluation of programme delivery using data to produce high quality reports.

Experience of conducting and working with Risk Assessments.

Experience of multi-tasking and working calmly under pressure.

Adaptable and flexible to suit the needs of the organisation.

**ESSENTIAL CRITERIA: Qualifications and Training**

Be in possession of PVG membership or willing to become a member.

Training relevant to the role such as youth work and community development

**DESIRABLE CRITERIA:**

Be in possession of a relevant certificate, diploma or degree qualification.

Be in possession of a driving license with access to a vehicle.

*This job description is an outline of the role and is not an exhaustive list of all possible duties and responsibilities. The post-holder will be expected to carry out any reasonable duties as requested by PEEK.*