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**PEEK Youth Development Coordinator**

35 hours, flexible between 8am-8pm

Evening & weekend work will be required

PEEK Office – Legacy Hub, 301 Springfield Road, Glasgow G40 3LJ

Salary: £23,836 - £25,295

As Youth Development Coordinator, you will have experience of using youth work as a vehicle to engage with young people to support their personal and social development. You will have experience of developing, coordinating and delivering youth, training and/or employability programmes and activities including supporting young people to volunteer and achieve accredited awards. You will have experience of working with young people who have experienced barriers to participation in education and community life. You will have experience of leading and supervising a staff team to achieve outcomes and provide high quality impact.

We are looking for individuals who are positive, empowering, resilient and can foster a sense of team wellbeing.

The Youth Development Coordinator will lead a team of youth workers, volunteers, interns and apprentices and will engage with delivery partners including schools to support young people in programme delivery across Glasgow. They work closely with their team to develop and implement a delivery plan and targets to enable young people to ‘play’, ‘create’ and ‘thrive’.

**SUCCESS CRITERIA**

**PLANNING AND DELIVERY**

1. Lead all work associated with the development and 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 national governing body guidelines;
2. Plan and deliver high quality, tailored blocks of youth work, training and employability sessions face to face and through social media engaging young people;
3. Train and support young people to achieve qualifications and awards e.g. Food Hygiene, First Aid, Youth Achievement Awards, SVQs, etc;
4. Identify and support young people to engage with PEEK’s volunteer pathway and further development opportunities;
5. Support the protection of children, young people and families by ensuring your team follow PEEK’s Child Protection and Vulnerable Adults policies and procedures at all times;

**PEOPLE MANAGEMENT**

1. Lead their team and collaborate with wider #TEAMPEEK colleagues to develop and implement a delivery plan and targets for their programme of delivery using performance and evaluation data;
2. Lead and manage your team in accordance with the organisations policies and standards;

**MONITORING AND EVALUATION**

1. Support regular evaluation reviews of programme delivery ensuring the continuous improvement of our services for our children, young people, families and other stakeholders;
2. Support your team to 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. 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 Programmes Development Manager in setting annual programme budgets and manage your direct team’s expenditure in line with the standards set out by the organisation;

**PERSON SPECIFICATION**

**Skills, Knowledge and Experience**

Understanding and familiarity of the following acts: Child Poverty Act (Scotland); Safeguarding Children, Young People and Vulnerable Adults; Equality Act; Data Protection; Food Insecurity; Adverse Childhood Experiences; UNCRC; GIRFEC; CfE; trauma informed care; youth work principles; and the welfare system.

Minimum of 2 years’ experience of working directly with young people using youth work and training as an engagement tool in schools and community settings.

Minimum of 2 years’ experience of developing, coordinating and leading 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 conducting and working with Risk Assessments.

Experience of multi-tasking, working calmly under pressure and managing workload as well as supporting others to manage their time.

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

Experience of working in a values-based culture and leading with integrity, compassion and dignity.

Adaptable and flexible to suit the needs of the organisation.

**Qualifications and Training**

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

Training relevant to the role such as support & supervision, leadership & management and quality improvement.

Training relevant to the role such as Youth Work, Play and/or Creative Arts.

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

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.*