



JOB PACK: Trainee Youth Worker (Modern Apprenticeship) - 2 posts

Job Purpose

As a Trainee Youth Worker, you will have the opportunity to begin your youth work career working in multiple community-based youth organisations in the Scottish Borders. You will assist experienced youth workers in the planning, delivery and evaluation of youth work activities and programmes. You will have the opportunity to develop purposeful relationships with young people as they engage with informal learning and development. Whilst working, you will work towards achieving the SVQ Youth Work Award with Borders College.

Job Responsibilities

As a Trainee Youth Worker, you will:

- assist in the preparation and delivery of youth work activities
- contribute to the planning and design of youth work programmes, involving and engaging young people in the process
- contribute to the evaluation of youth work activities – including session recording and administration
- protect the wellbeing and welfare of children and young people through effective safeguarding (with training)
- build positive, purposeful, and trusted relationships with young people, youth workers, partner organisations and other community stakeholders
- be familiar with and follow policies and procedures to keep yourself and others safe
- engage fully in a programme of youth work training and qualification
- contribute to the work, vision, and values of YouthBorders
- carry out any other appropriate duties as required by YouthBorders



Person Specification

Knowledge and Experience

We are looking for applicants who have:

- A good level of general education – having achieved Nat 5 or Nat 5 level qualifications as a minimum requirement
- Confidence in using IT packages and programmes such as Word, Excel, PowerPoint, Email and Teams
- Some knowledge of youth work including its purpose, outcomes, and value (if you are unfamiliar you can [find out more here](#))
- A familiarity with the issues and experiences of life in the Scottish Borders for young people
- Volunteering experience with a charity or community cause is desirable

Skills

We are looking for applicants who are:

- Excellent communicators
- Good planners and well organised
- Fantastic team players, with leadership potential
- Resilient and able to cope when unexpected situations occur

Qualities

You will be:

- Motivated, energetic, and enthusiastic
- Organised and able to make decisions and set priorities
- Flexible, adaptable, and willing to 'get involved'
- Trustworthy and reliable
- Patient and tolerant – and committed to inclusion, equality and respect for diversity
- Open to asking for and receiving support and assistance to aid your development as a trainee



About this Role

Contract: 1-year fixed term contract

Salary: National Minimum Wage for your age:

16-17 years old	£8,754 per year (£4.81/hour)
18-20 years old	£12,431 per year (£6.83/hour)
21 – 22 years old	£16,708 per year (£9.18/hour)
23-24 years old	£17,290 per year (£9.50/hour)

Employee Benefits:

- 37 day paid annual leave – including public holidays
- Fully funded accredited youth work qualification with our partners at Borders College
- Access to free youth work training with our partners at Youth Scotland.
- Paid travel time
- Paid study time
- Peer support
- Employment by an Investors in Young People Gold employer
- The opportunity for paid work experience in multiple youth organisations
- Time off in lieu for additional hours worked

Hours of Work: up to 35 hours per week – including regular evening work.

Location:

- Post 1: Working in Galashiels and Selkirk (with partner organisations: TD1 Youth Hub, Rowland's (Selkirk) and Stable Life)
- Post 2: Working in Hawick and Ashkirk (with partner organisation: Escape Youth Services, Interest Link Borders, Stable Life)

Both posts will require 1 day each week at Borders College Campus in Galashiels for independent study, training, mentoring and support with YouthBorders.

Other Information:

- This opportunity is funded by the Scottish Government's Young People's Guarantee. Applicants for these vacancies must be aged between 16 and 24 years old.
- Modern Apprentices may get the opportunity work with other youth organisations from time to time over the 12 months – including holiday programmes.
- You will be required to join the PVG (Protection of Vulnerable Groups) scheme.
- You will need to be able to travel independently between workplaces – travel time will be paid, and those under the age of 21 will be supported to use their National Entitlement Card for free bus travel. All work locations are accessible via the X95 Borders Bus service and a short walk from bus stops.



Who will employ me?

You will be employed by [YouthBorders](#). YouthBorders is the network of voluntary and community-based youth organisations in the Scottish Borders. You will have a contract of employment for 1 year. YouthBorders will provide you with support, supervision, IT equipment, a phone allowance, annual leave allowance, and a supportive team to work within. YouthBorders will coordinate your work and create space and time for you to work towards completing a SVQ in Youth Work.

Where and when will I work?

This is a Shared Apprenticeship. This means that your week will be filled with opportunities to work with different youth organisations – exposing you to a broad range of experiences and situations. You will have the opportunity to learn from experienced youth workers. You will be expected to be flexible and adaptable – and engage in training, learning, and additional experiences within your working week when they are offered.

Trainee youth workers should expect to work some evenings each week – for youth work delivery or training. The hours below are core youth work delivery hours, your weekly hours will also include travel time, a weekly online team meeting with YouthBorders on a Monday 9am – 10am, and other events, training, and opportunities which present themselves. You may occasionally be asked to work at weekends, with prior notice.

Post 1: Galashiels / Selkirk / Ashkirk (subject to change)

Monday	Rowland's (Selkirk)	3pm – 9pm
Tuesday	Stable Life (Ashkirk)	12noon – 4.30pm
Wednesday	Supported Study Day with YouthBorders – Borders College, Galashiels	10am – 5pm
Thursday	TD1 Youth Hub (Galashiels)	1pm – 8pm
Friday	Rowland's (Selkirk)	10am – 4pm

Post 2: Hawick / Ashkirk / Galashiels (subject to change)

Monday	Interest Link Borders (Hawick)	6 hours split shift between 12noon and 8pm.
Tuesday	Escape Youth Services (Hawick)	3pm – 9pm
Wednesday	Supported Study Day with YouthBorders – Borders College, Galashiels	10am – 5pm
Thursday	Stable Life (Ashkirk)	12noon – 4.30pm
Friday	Escape Youth Services (Hawick)	4.30pm – 10.30pm



What will I learn and achieve?

As a Trainee Youth Worker Modern Apprentice, you will be enrolled on the SVQ Youth Work Award at either SVQ2 or SVQ3. The award is a vocational qualification, and practice based, and you will build a portfolio of learning and reflection from your work experience. The award will support your learning and development in areas such as: purposeful relationships with young people and stakeholders; assisting young people to express and realise their goals; enabling young people to work in groups; reflective practice; safeguarding and welfare; planning and evaluating youth work activities. You will also progress qualifications in core skills and an additional skills enhancement such as IT, Sports Leadership, or First Aid at Work.

You will be enrolled at Borders College and will have a tutor who will support you through the completion of the SVQ Youth Work Award - [Youth Work Award at SCQF 5 | Borders College](#)

In addition, you will have full access to the programme of youth worker training available from Youth Scotland and YouthBorders. This includes short courses in topics such as child protection, STEM, Arts, Youth Awards, Wellbeing, Relationships, and Mental Health.

How to apply and support available

We welcome applications from anyone who has enthusiasm, commitment, and a genuine interest in improving the lives of young people and their community. To apply you should complete the application form.

Application forms will be reviewed by a selection panel, and you may then be invited to attend an interview. Interviews will be informal, and questions will be sent to candidates in advance to help you prepare and to take away any nerves about the unknown!

If you need any support or assistance with your application please contact your local [SDS Careers Centre](#).

If you would like to know more about this opportunity before applying, please text Susan Hunter, Chief Officer at YouthBorders: 07725 075 458 and we can arrange a convenient time for a phone call.

Closing Date for Applications: MONDAY 31ST JANUARY AT 5PM

Recruitment Timeline

17th January - Recruitment Opens

31st January – Closing Date for Applications

1st February - Short Listing

2nd February – Communication with Applicants

10th February – Interviews Take Place (reasonable interview expenses will be paid)



Partners Profile



Rowlands provides free outdoors and centre-based activities for young people aged 11-18 living in and around Selkirk. In addition to weekly drop-ins, they also have their own radio station, have trips during school holiday periods, provide a transitions program for P7's, peer education and volunteer opportunities as well as provide 1:1 support through the Stepping Stones Project.



Escape Youth Services is a locality wide youth provision delivering youth work opportunities throughout the Teviot and Liddesdale area of the Scottish Borders to young people aged 9-18. Offering a drop-in facility for young people from across the area (currently open 5 evenings per week), which was set up in direct response to local needs. In addition to this service, they also provide groupwork and 1:1 support in the community and in partnership with schools and other service providers, and additional activity programmes in the school holidays.



TD1 Youth Hub are a youth work organisation, working with young people aged 11 to 25 year old. They aim to be a young person-centred organisation that respects, values and engages with young people to address their needs by offering support, guidance and opportunities to shape their own futures. They operate from their base in Galashiels, providing drop-in's, mentoring, 1:1 support within school and Early Steps project to support young parents 16 to 26 years old.



Interest Link Borders provide a wide range of volunteer befriending support for people with learning disabilities (and young people with autism) in the Scottish Borders. 1:1 friendships, social groups and distance contact are blended to enrich the lives of our members, their carers and volunteers of all ages. The organisation also delivers a service to schools with regular fortnightly group sessions at Wilton Additional Needs Unit and Hawick High School. Interest Link provide online sessions include Baking, Music, and Art. They provide support and respite to parent and carers whilst providing fun activities to improve social skills and improve confidence of children and young people.





Stable Life supports vulnerable young people, aged 10 -18 years, on a referral basis. These young people are generally experiencing social, emotional and/or behavioural issues. A young person's circumstances and related behaviour can often push them to feel isolated or excluded from their school and community. This can lead to anti-social and risk-taking behaviour, substance abuse, mistrust of adults and failure to reach their full potential. Stable Life helps young people to break the cycle of damaging behaviour or feelings of helplessness. Work is based on a model of Equine Assisted Learning developed into a person-centred package using the horse and its environment as a tool and learning medium to engage with the young person.



YouthBorders aims to improve young people's lives through their participation in quality voluntary and community-based youth work. YouthBorders provides support, services, and representation to our network of voluntary and community-based youth organisations. This includes access to training, learning and development specific to the youth work sector; networking events and opportunities to connect and collaborate with others; resources and templates which will support good governance, alongside tailored support to individual member groups and youth work governance workshops.

