

“16-25’s” Network Officer (10.5 hours/week)

Responsible to: Senior Membership Development Officer

Hours and Pattern of Work: 10.5 hours/week. Availability to work flexibly is desirable.

Salary: £7,917 (£14.50 per hour) plus Employer Pension Contribution

Location: Scottish Borders – YouthBorders is a hybrid working organisation – with a mix of home-based, office-based (Newtown St.Boswells), and outreach-based working expected.

Contract: Fixed term to 31st March 2024



About YouthBorders

YouthBorders is the network of voluntary and community-based youth organisations in the Scottish Borders, supporting and promoting good quality youth work. As a membership organisation, YouthBorders facilitates networking opportunities and events, and provides information and advice to voluntary and community-based youth organisations, their volunteers, trustees, youth workers, and other partners in the community. YouthBorders is recognised regionally as the strategic voice of third sector youth organisations and works closely with partners in the public sector to improve outcomes for young people.

Our vision is a voluntary and community-based youth work sector which is connected, collaborative, respected, and recognised; working together to improve the lives of young people in the Scottish Borders.

We have a small staff team of seven who support a membership of more than 45 voluntary and community-based youth organisations. We are an Area Association of Youth Scotland. Find out more about YouthBorders: www.youthborders.org.uk

Background

With funding from the *Third Sector Communities Mental Health and Wellbeing Fund*, we have the opportunity for a new post to join our team. This is a fixed term post, to March 2024, to establish and maintain an effective network of community and voluntary sector organisations who provide services to young adults aged 16-25. The aim is to connect organisations and support collaboration and improvement for young people’s transition between child and adult services. There is a primary focus on support for emotional health and wellbeing, but secondary focuses will include employability, housing, and other key transitions. The post-holder will work with existing member groups within the YouthBorders network and with partners beyond our membership. They will facilitate an effective collaborative network which can interface with public service partners, and which can amplify the lived experience of young adults.

Successful applicants will be motivated and driven, with a commitment and passion to strengthening communities. You will be reliable, proactive, and engaged. You will be able to work with minimal supervision and be flexible, responsive, and adaptable. You will have experience of facilitation, supporting networks, and participatory engagement.



Role Purpose: Network Officer (10.5 hours)

1. To establish and support a **16-25 Voluntary and Community Services Network** which engages with third sector organisations (specifically those providing **emotional health and wellbeing** support to young adults aged 16-25) to further collaboration, partnership, and amplify the voice of organisations and their service users.
2. To develop engagement tools for the active and **meaningful involvement of service users** which can lead to representation and voice in the design, development and improvement of services and supports for young people/young adults aged 16-25.
3. To work with the Chief Officer of YouthBorders to ensure that the **needs of organisations and their service users are amplified and heard** within community planning and strategic planning opportunities related to young people and transitions to adulthood.
4. The postholder will be able to **engage with policy and strategy** related to health and wellbeing, transitions and employability. They will be required to communicate complex information in accessible formats to a range of audiences. They will be able to **interpret and collect data and evidence** and present this in accessible formats.
5. The postholder will be responsible for **generating engaging communications** content which supports practitioners, volunteers, trainees, young adult leaders, which will provide them with relevant and timely information on a broad range of health and wellbeing topics.
6. The postholder will **contribute to the delivery of the YouthBorders strategic plan**. They will assist and support the Chief Officer in other areas of work as is required by the organisation – which may include membership growth, supporting other established networks, contributing to events, representing the organisation locally, regionally or nationally.

Recruitment and Selection

Expressions of Interest are invited by **submission of a CV** to susan@youthborders.org.uk to be received no later than **11am on Friday 24th June 2022**. Interviews will take place on the morning of 28th June 2022.

Further Information and Enquiries

If you would like to speak to our team prior to applying please email our Chief Officer, susan@youthborders.org.uk or call 07725 075 458.

- YouthBorders is an Investors in Young People Gold employer.
- YouthBorders is committed to the principles of Fair Work.
- YouthBorders is an LGBT Youth Scotland Bronze Charter Mark organisation.
- YouthBorders is a registered charity and company limited by guarantee



Person Specification

	Essential	Desirable
Qualifications		
Ordinary Degree in a relevant subject area (social sciences, community development, business etc.); or significant relevant experience in the community development / third sector.	x	
Community Education/Development Degree and/or registration with the CLD Standards Council as a full or associate member		x
PDA or other accredited Youth Work qualification		x
Knowledge and Experiences		
Working/volunteering with community based third sector youth organisations	x	
Experience of coordinating groups of people with different views and perspectives– such as a network		x
Familiarity with the challenges and opportunities facing young people and the youth work sector in Scotland	x	
Knowledge related to emotional health and wellbeing, transition, employability		x
Experience of working in a membership organisation		x
Skills		
Strategic awareness and skills for planning and delivering projects	x	
Understanding of the evaluation and impact and outcomes environment		x
Excellent communication skills and ability to communicate with a broad range of people both verbally and in writing	x	
Good IT skills including Office - particularly Teams, Sharepoint, Word, Outlook.	x	
Excellent organisational skills, a flexible approach, and the ability to respond effectively to changing priorities	x	
Problem solving, and the ability to identify challenges, risks and problems early	x	
Engagement, facilitation and participatory design	x	
Personal Attributes and Qualities		
A team player	x	
Enthusiastic, and interested in helping people and communities to develop; and to improving young people's lives through youth work	x	
Customer focussed approach	x	
Diplomacy and respect for confidentiality and discretion	x	
Responsible, self-starter, and can work with minimal supervision and who will take initiative	x	
A good thinker, who can explore innovative ideas whilst identifying risks and consequences		x
Additional Requirements / Information		
<ul style="list-style-type: none"> A current valid driving licence and access to a vehicle insured for business purposes The post holder will be a member of the PVG Scheme 		

