

## Membership Officer (Part Time: 17.5hours/week)

**Responsible to:** Senior Membership Development Officer

**Hours and Pattern of Work:** 17.5 hours (0.5FTE).

Availability to work flexibly, including 1 evening per week, is desirable.

**Salary:** £26,390 (FTE for 35 hours / £14.50 per hour) plus Employer Pension Contribution

**Location:** Hybrid in the Scottish Borders: Newtown St. Boswells and Home.

**Contract:** Fixed term for 1 year from date of appointment. Likelihood of continuation, subject to ongoing funding



### 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, including two trainee Youth Work Modern Apprentices. We 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](http://www.youthborders.org.uk)

### Background

YouthBorders are growing our staff team to respond to increased demand for our support; and following sustained membership growth over the past 2 years. This work is funded in part through core funds, with contribution to specific areas of work within the role being funded by Capricorn Energy Charities Committee.

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 be membership focused and deliver outputs and achieve outcomes which advances the relationship between YouthBorders and our members.



## Role Purpose: Membership (17.5 hours)

1. To work alongside our Senior Membership Development Officer to fulfil the organisation's requirements for **membership support, development and growth**. This will include membership visits and the provision of small group support sessions or training.
2. To be the principle point of contact for YouthBorders members in relation to their organisational development needs and governance support; and to **provide tailored support to individual members**, such as policy review and development, or fundraising.
3. To identify resources and opportunities which **meet the needs of our membership** and furthers the delivery of high quality and sustainable youth work opportunities for young people across the Scottish Borders.
4. To establish, develop and support a regular **Trustee and Chairs Forum** – bringing together the amazing volunteers who contribute their time to support the good governance of our member groups.
5. To support YouthBorders to **celebrate the achievements and work of our members**, sharing good news locally, regionally and nationally; this will include creating social media content.
6. To engage in **training, learning and development** which will build your knowledge and can be shared and of value to our network (e.g. youth work practices, child protection, fundraising, evaluation etc.)
7. To contribute to the collection of meaningful and purposeful data, feedback and evaluation to support us to **measure our impact and value** – reflecting the ambitions of our Strategic Plan.
8. 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.



## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
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
<b>Knowledge and Experiences</b>		
Working/volunteering with community based third sector youth organisations	x	
Experience of third sector governance e.g. as a charity trustee or working to support or advise boards / committees / volunteer directors and trustees	x	
Familiarity with the challenges and opportunities facing the youth work sector in Scotland	x	
Familiarity with regulations related to good governance e.g. OSCR, Companies House, Child Protection, GDPR etc.		x
Experience of working in a membership organisation		x
Identifying and developing toolkits, resources, and support materials for volunteers and practitioners.		x
Designing and delivering training and awareness raising sessions for volunteers and practitioners.		x
<b>Skills</b>		
Excellent communication skills and ability to communicate with a broad range of people both verbally and in writing	x	
Building capacity of individuals or organisations to enable them to fulfil their potential	x	
Understanding of the third sector evaluation, impact and outcomes landscape	x	
Excellent 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	
<b>Personal Attributes and Qualities</b>		
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	
Approachable, knowledgeable and can deliver a customer focussed service	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
<b>Additional Requirements / Information</b>		



- 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
- This is a hybrid working post – split between home and the YouthBorders office in Newtown St. Boswells. A home working allowance will be provided.

## Recruitment and Selection

Applications should be made on the YouthBorders Job Application Form. Completed forms should be submitted by **9am on 8<sup>th</sup> August 2022** to: [info@youthborders.org.uk](mailto:info@youthborders.org.uk)

Interviews will take place on the afternoon/early evening of Thursday 18<sup>th</sup> August 2022.

Candidates invited for interview should be available on this date. Interviews will take place in person in Newtown St. Boswells.

## Further Information and Enquiries

If you would like to speak to our team prior to applying please email [info@youthborders.org.uk](mailto:info@youthborders.org.uk) or call 01896 808 968.

- 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

