

## Recruitment Pack

**Project Officer** September 2024

**Responsible to: Chief Officer**

**Hours: 30 hours per week (this may include some weekend and evening work)**

**Salary: £23,822 (£27,795 pro rata)**

**Contract: Permanent**

**Location:** Scottish Borders – hybrid working between home and Tweed Horizons at St Boswells and venues across the Scottish Borders with face to face working with young people and partners.

### **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 more than 50 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 are an area association of Youth Scotland. Find out more about YouthBorders:  
[www.youthborders.org.uk](http://www.youthborders.org.uk)

### **General Role**

This is a new role within YouthBorders delivering a rolling series of projects and reaching out to our members to provide support. This is an exciting role offering scope for personal development within a motivated and experienced team. As a project worker, you will have the ability to work collaboratively with children, young people, their families and engage with the various community organisations. In supporting our membership you will take an active part in networking events, providing information and advice

## **Key Duties**

To be the principal point of contact for allocated projects and deliver work on each project as set out in the project plan as agreed with our partners. You will be responsible for managing project budgets and costs (see example project below).

To provide ongoing support to the Membership of YouthBorders. Build and maintain relationships with new/existing members and provide information to members seeking to learn more about YouthBorders. To field relevant membership related enquiries and offer the services/ support that best fit their needs.

Develop and implement member engagement and education programs providing training and resource to members, ensuring they are informed about opportunities to share best practise.

Liaising and building positive working relations with young people, families and existing and new partner agencies to investigate and enhance the principles and practices associated with youth work. You will be professional, strategically minded, and open to nurturing collaborative practices.

Establishing, developing and delivering high quality youth participation and training with groups of young people from across the Scottish Borders. You will facilitate the principles of youth leadership and empowerment. In creating opportunities for young people to develop their knowledge skills as young leaders and support attainment of accredited Youth Awards.

To undertake training and professional development to support effective delivery of this post. To prepare and attend regular support and supervision sessions.

To offer assistance when required to the Chief Officer and Trustees and in consultation with young people, partners and volunteers on the development of YouthBorders strategic plans for the direction of the service, including the researching of new opportunities.

To contribute to team meetings and other meetings where appropriate.

## **Data, Evaluation and Reporting**

To monitor and evaluate the delivery of project outcomes including the design and implementation of appropriate methods and tools. Producing regular written reports to funders and the YouthBorders' board; and compiling annual and end of project impact reports.

To develop systems which capture project impact and activity, in a way which reflects the views and experiences of young people, project workers and other stakeholders.

Ensure that all information systems, monitoring and evaluation work and report writing are dealt with in an efficient and professional manner and in agreed timescales.

Working as part of the YouthBorders team, you will have responsibility to develop and deliver effective communications which positively raises the profile of YouthBorders and the project; including website content, social media content, and newsletter updates.

### **Examples of Current projects**

To develop a youth research initiative focussing on the United Nations Convention on Rights of Children (UNCRC was adopted into Scots Law July 2024). This project aims to recruit and enable a team of teenagers facing social exclusion to undertake research as “mystery shoppers” assessing local organisations readiness for UNCRC implementation. Written reports will be produced highlighting aspects of best practise and ideas for improvements.

To convene a Youth LAG (Local Action Group) of local young people aged 14 to 26 to act as Grantmakers for a Community Led Fund of up to £25,000. The Y-LAG will be trained and supported to co-design and implement a grant application process, assess the applications from local young people and distribute funds. The project will involved networking with other Youth Local Action Groups in Scotland.

## Person Specification

Set out below are the skills which we believe are required for success in this role, however, if you have read the information above and feel you would be a good fit for the job but don't quite fit all the criteria in the person specification, please still get in touch via [info@youthborders.org.uk](mailto:info@youthborders.org.uk) to arrange an informal discussion. Getting the right person for the job is more important to us than ticking all the boxes on the person specification.

	Essential	Desirable
<b>Qualifications</b>		
Ordinary Degree in a relevant subject area (social sciences, community development, project management, business etc.) or at least 2 years equivalent relevant experience	Y	
<b>Experiences</b>		
Experience of project management and/or coordination	Y	
Experience of working with or within the third sector		Y
Familiarity with the challenges and opportunities facing the youth work sector in Scotland		Y
Experience of project evaluation, data and financial monitoring	Y	
Experience of working in a partnership environment and with a broad range of stakeholders	Y	
Experience of designing and implementing systems for the accurate collection of data and information	Y	
<b>Skills</b>		
Strategic awareness and skills for planning and delivering projects	Y	
Understanding of the evaluation and impact and outcomes environment	Y	
Excellent communication skills and ability to communicate with a broad range of people, including accurate written work to produce project reports	Y	
Excellent numeracy skills for the purposes of budget management and monitoring		Y
Excellent IT skills including MS Office package, in particular Excel	Y	
Excellent organisational skills, a flexible approach, and the ability to respond effectively to changing priorities	Y	
Problem solving, and the ability to identify challenges, risks and problems	Y	
<b>Personal Attributes and Qualities</b>		
A team player, with enthusiasm, positivity and commitment	Y	
Partnership focussed approach	Y	
Diplomacy and respect for confidentiality and discretion	Y	
Responsible, self-starter, and can work with minimal supervision and who will take initiative and plan and utilise their time effectively	Y	
A good thinker, who can explore innovative ideas whilst identifying risks and consequences		Y
<b>Additional Requirements</b>		
A current valid driving licence and access to a vehicle insured for work purposes	Y	
This post will require the post-holder to join the PVG scheme	Y	