

JOB DESCRIPTION

POSITION:	Youth Work Development Worker
REPORTS TO:	Project Manager
RESPONSIBLE FOR:	Developing + delivering Create Paisley's responsive youth work
SALARY:	£19,000 per year (£22,967 pro rata)
EMPLOYMENT TERM:	Initial 12 month contract
HOURS OF WORK:	On average, 30 hours per week , with an expectation that worker will be able to be flexible with working hours and allocate hours to any events or activities which may be a required part of the post

CREATE PAISLEY

Create Paisley is an innovative youth project at the heart of Renfrewshire (Paisley) which seeks to see young people transformed through creativity, community, confidence and finding their voice.

Create runs open mic nights, creative arts projects, youth forums, mentoring, etc., amongst other projects, in partnership with a wide variety of groups in the area, and is supported and run by a dedicated team of 40+ volunteers.

Create Paisley is founded upon a Christian ethos. The events and activities which Create run are underpinned by five of what we believe are God's values in the world; love, justice, community, empowerment, and, last but not least, creativity.

PURPOSE OF JOB

Create Paisley is looking to appoint a Youth Work Development Worker to lead on and develop the charity's approach to and delivery of youth work activities alongside a team of volunteers.

The Youth Work Development Worker will:

1. Facilitate current and new youth work provision
2. Lead the organisation's approach in responding to young people's voices
3. Oversee and deliver training opportunities
4. Manage youth work projects and budgets
5. Develop and implement monitoring, evaluation and learning approach on youth work activities
6. Recruit and support volunteers

RESPONSIBILITIES

FACILITATE CURRENT AND NEW YOUTH WORK PROVISION

- Facilitate at least 20 Create Cafe youth work drop ins every year
- Support and oversee Create's fortnightly Arts Drop In
- Mentor, coach and support individuals, encouraging greater social inclusion
- Promote and publicise youth work events and programmes in ways that best engage young people

LEAD THE ORGANISATION'S APPROACH IN RESPONDING TO YOUNG PEOPLE'S VOICES

- Identify the skills, assets, issues and needs of local young people
- Facilitate and deliver 20 Young Creators sessions, listening to young people's ideas and supporting them to plan events, workshops and festivals that promote wellbeing and positive mental health
- Foster an environment in which young people can volunteer and contribute to their community
- Facilitate communication which showcases young people's voices and engages the wider community in conversation and action
- Put together a "signposting" toolkit based on the real experiences and issues which young people in the area are facing

MANAGE YOUTH WORK PROJECTS AND BUDGETS

- Ensure funded projects are delivered to high quality in line with the organisational and project's outcomes
- Manage project budgets, ensuring receipts and records are kept for expenditure
- Work in partnership with professionals from other organisations that support young people such as social care, health, police, education, youth offending teams and local authorities

DEVELOP AND IMPLEMENT MONITORING, EVALUATION AND LEARNING APPROACH FOR YOUTH WORK ACTIVITIES

- Ensure appropriate evaluation and monitoring methods are being used
- Explore creative ways of engaging young people in evaluation
- Pursue reflective practice and avenues of professional development
- Undertake administrative tasks, maintain effective recording systems and respond to queries

RECRUIT AND SUPPORT VOLUNTEERS

- Recruit, train and induct volunteers to support in delivery of youth work
- Facilitate youth volunteers to set volunteering goals and to evaluate these using tools including Shanarri Wheels
- Develop systems to record youth volunteer activities, including mentoring, goals, success stories and feedback

OVERSEE AND DELIVER TRAINING OPPORTUNITIES

- Organise and run at least 2 team days for adult volunteers
- Organise and facilitate 8 training opportunities for young volunteers to support them in gaining skills to run events and programmes in areas like event management, live sound production, social media / communications, project planning, youth work etc.

WORK WITHIN CREATE PAISLEY'S CHARITABLE SOCIAL OBJECTIVES & VALUES:

- Adhere to Create's five values within all areas of work
- The advancement of citizenship or community development by:
 - o Helping the people of Paisley and surrounding areas to develop their skills and abilities, flourish and recognise their full potential; fostering safe environments where we strive for positive relationships, which include the involvement of young people and the wider community; encouraging personal, social and spiritual development in those connected with the organisation; working alongside agencies, organisations and individuals who have similar objectives.
- The advancement of the arts, heritage or culture by:
 - o Cultivating a creative community and provide opportunities for artists and musicians; facilitating events and activities, which are inspired and informed by the interests and passions of the local young people and wider community.

OTHER DUTIES:

- Attend line management supervision, staff meetings and team events.
- To promote & comply with current legislation and Create Paisley's policies on Health and Safety, Safeguarding, etc.
- Be prepared to undertake relevant training to improve competence and confidence in performing the role.
- Occasionally carry out additional duties in conjunction with Create Paisley charitable objectives

PERSON SPECIFICATION

EXPERIENCE

Experience of working with young people	Essential
Experience of working alongside others as part of a team	Essential
Experience of mentoring and creating individual growth plans with young people	Essential
Experience of working and liaising with a wide group of people and organisations	Essential
Experience of organising events and meetings	Essential
Experience of monitoring and evaluation	Essential
Experience of recruiting and managing others	Desirable
Experience of creative community action projects	Desirable

KNOWLEDGE AND UNDERSTANDING

Understanding of the principles of Community Learning and Development	Essential
Understanding of issues facing deprived communities, in particular young people from these areas	Essential
Knowledge of the youth and/or creative arts sectors	Essential
Understanding of Create's values (Love, Justice, Community, Creativity, Empowerment)	Essential
Knowledge of issues with volunteers recruitment and volunteer/staff supervision	Desirable
An understanding of the history and ethos of Create Paisley	Essential

SKILLS AND ABILITIES

Project development & management skills	Essential
Excellent organisation skills	Essential
Excellent written, verbal and IT skills	Essential
Ability to monitor spending and manage budgets effectively	Essential
Ability to plan, manage and prioritise own workload	Essential
Ability to work flexibly and to tight deadlines	Essential

OTHER CRITERIA

Dynamic and confident individual able to initiate and implement plans	Essential
Flexibility in working, and positive approach to change	Essential
Employs a creative and imaginative approach to working	Essential
Enjoys the experience of working with young people and volunteers and demonstrates an interest in supporting their personal development	Essential
A Qualification in Community Work, or other relevant qualification/experience	Essential
Commitment to Create's objectives and values	Essential
Full Driving Licence	Desirable
Willingness to work evening and weekends as necessary	Essential

TERMS & CONDITIONS

PRIVACY NOTICE

Privacy statement and data collection notice: CREATE Paisley (CREATE) is committed to ensuring that your privacy is protected and that data collected will only be used in accordance with our privacy policy. All personal data collected by CREATE within this form is collected to enable CREATE to keep a record of job applicants. CREATE does not sell or provide information to third party organisations and does not share your information with third party organisations for their benefit.