

## JOB DESCRIPTION

Job title: **Network Support Worker**

Reports to: YouthBank Scotland Board



## JOB PURPOSE

To support and develop the network of local YouthBanks in Scotland

## KEY RESULT AREAS

- Working collaboratively with the Board to **support local YouthBanks**, to enable the organisation to effectively deliver its strategic plan.
- **Identify and secure additional funding** to help deliver the organisation's strategic plan to support the network.
- Work to ensure that the organisation has **suitable policies and procedures**,
- **Administrative tasks** related to the network and Skills academy training
- **Deal with enquiries related to YouthBank Scotland's network and training suite**, delivering the training or organising the training to be delivered to local YouthBanks
- **Organise meetings and small events**, such as meetings of the YouthBank Co-ordinators' Network and National Forum Events
- To keep **local YouthBanks informed** of developments which can effect YouthBanks as well as highlighting opportunities.
- Ensure all YouthBank Scotland activities are carried out in accordance with our **10 Golden Rules** (see Application Pack for further details).
- Other duties commensurate with the post, as delegated by the YouthBank Scotland Board.

## EXPECTED BEHAVIOURS

### Personal

- Working in teams
- Listening and communicating effectively
- Commitment to planning, organising, completing and evaluating service delivery
- Analysing information, trends, and risks, and identifying viable solutions
- Making sound decisions based on available information, and being accountable for them
- Interpersonal Skills
- Taking account of the needs of others in your working relationships
- Commitment to quality and to continuous improvement
- Developing creative approaches and solutions to problems and situations
- Commitment to self development

### As a team member

- Leadership and setting an example to others
- Motivation and creating a sense of personal value and worth
- Supporting colleagues
- Creating situations that will help people develop
- Helping colleagues to achieve their goals, which in turn help the organisation to achieve its goals

## TERMS AND CONDITIONS

- This post is 10 hours per week and is fixed term to 31 March 2015. We are flexible on working patterns, but expect the post to be office based.
- The salary is :£25,000 pro rata (£13.74 per hour)
- The post will be based working remotely and the option for home working may be possible, but by its nature, the post will sometimes require work to be undertaken during evenings and weekends. A willingness to work unsocial hours is therefore essential.
- Annual holiday entitlement will be 25 days plus 12 public holidays, pro rata. A system of time off in lieu applies for hours worked over and above the normal working week.
- Appointment will be subject to completion of satisfactory criminal records checks.

**Closing Date:** 5pm, Friday 18 Nov 2016

**Interviews:** Week commencing 28 Nov 2016 , Edinburgh

<b>PERSON SPECIFICATION</b>			
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to plan and manage work effectively and deal with competing priorities</li> <li>• Ability to work in a participative way with young people from all backgrounds</li> <li>• Project management skills</li> <li>• Interpersonal and leadership skills</li> <li>• Written, oral, and ICT communication skills</li> <li>• Budget management</li> <li>• Computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Staff management skills</li> <li>• Training skills</li> <li>• Events organisation and administration skills</li> <li>• Full clean UK driving license</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of national and local political infrastructure</li> <li>• Understanding of the statutory and voluntary youth work sectors</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current policy affecting young people</li> <li>• Knowledge of current frameworks of training, validation, and endorsement</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education and relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised, relevant professional qualification (e.g. CLD)</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in delivering on strategic objectives.</li> <li>• Partnership working</li> <li>• Face to face work with young people</li> <li>• Youth empowerment processes</li> </ul>	<ul style="list-style-type: none"> <li>• Planning, delivery, and evaluation of training courses for youth workers and allied disciplines</li> <li>• Fundraising for specific projects</li> <li>• Engaging with senior managers in other organisations</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to the YBS Golden Rules</li> <li>• Willingness to work evenings and weekends</li> <li>• Willingness to travel around Scotland</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>