

 **Royal Caledonian Education Trust**

**Youth Participation Project Worker**

**Job Description**

**Responsible to**: Youth Participation Project Manager

**Salary:** £23,500 pa

**Hours:** 35 hours per week.

**Location** Home based

**Duration:** 2 years fixed term

**Pension Scheme:** RCET offers a Pension Plan, with Smart Pension. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to statutory minimums) with RCET contributing up to 4% of gross salary

**Annual Leave:** RCET leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave (including public holidays). These allowances are pro-rated for part time employees.

**TOIL:**  TOIL is provided for work undertaken over the normal 35 hours per week.

**Purpose of Job**

Children and Young People from armed forces families face unique experiences and their voices are often unheard. In this role you will provide an opportunity for them to share their experiences and inform the services delivered by RCET, MoD, Local Authorities and other third sector organisations. You will work directly with children and young people to facilitate a broad range of participatory and engagement opportunities.

**Responsibilities and Duties**

1. To establish and maintain a network of forums groups for children and young people from armed forces families in the Highland and Moray area.
2. Identify the key themes for young people living in Highland and Moray which should be covered in the participation project and how best to incorporate them through the various participation processes.
3. To create a programme of engagement and participation activities allowing children and young people the opportunity to share their experiences and create positive change in their communities.
4. Work in partnership with colleagues in the Army, Naval and RAF welfare services, schools, colleges and other third sector organisations in order to recruit young people to the project.
5. To raise awareness of the experiences and voices of children and young people from armed forces families across a wide range of audiences.
6. Establish relationships with partner organisations, stakeholders and key influencers across relevant sectors and fields.
7. Represent RCET externally, to the press and at events or forums as required
8. To monitor and evaluate project activities against agreed outcomes
9. To liaise closely with other RCET staff in supporting the aims and objectives of the project.
10. Carry out any other duties commensurate with the post as identified by your line manager.

**Person Specification**

**Skills and Experience**

QUALIFICATIONS

A relevant qualification, to a minimum standard of HNC/SVQ 3 (SCQF level 7) in a discipline related to working with children and young people, or equivalent work experience.

**Essential**

EXPERIENCE

Experience of working in one of the following areas:

* Youth Work
* Community Work
* Education

Experience of working with vulnerable young people

Experience of organising and planning of activities for young people .

Experience of working in a collaborative, inter-agency, inter-disciplinary way

KNOWLEDGE

Demonstrate a working knowledge of child protection and GIRFEC

Demonstrate an awareness and understanding of the issues around children and young people’s participation.

Knowledge and understanding of group dynamics

Knowledge and understanding of, and commitment to, equality of opportunity and inclusion.

An up to date knowledge of issues which affect young people

SKILLS

Ability to:

* Develop and maintain appropriate relationships with children and young people, parents, carers, colleagues and other professionals.
* Demonstrate an ability to work in partnership with a wide range of agencies.
* Communicate to a range of audiences in an engaging way.
* Positively advocate on behalf of Armed Forces Children and Young to a wide range of individual and agencies.
* Initiate, engage in, and promote meaningful participation opportunities for Armed Forces children and young people.
* Manage your time and workload to effectively prioritise and meet deadlines
* Ability to effectively plan and evidence work
* Ability to work both collaboratively as part of a team and on own initiative

• Demonstrate good verbal and written skills and the ability to communicate clearly and sensitively

• Demonstrate self-motivation, team working and ability to use initiative

• Use information and digital technology including communications and office applications

Commitment to:

* Children’s rights
* Working in partnership with young people, empowering them to make decisions about their own lives

**Desirable**

• Understanding of the issues affecting Armed Forces Children and Young People and their families

ADDITIONAL INFORMATION

A full driving licence and access to a car is required

The post covers Highland and Moray and therefore will include a significant amount of travel.

The post holder will need to be prepared to work flexibly, including evening, weekend and occasional overnight stays.