



Role Profile

Project Assistant – YOUth Space Fife

Reference No.	A4583	Type	Individual
Service	Communities and Neighbourhoods Service		
Job Family	Para Professional 3	Grade	FC5

Purpose

To engage young people aged 11 – 21 years in learning and skills development programmes based around the use of digital and creative media.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Planning and delivering regular learning and skills development programmes for young people aged 11 – 21 years, using digital and creative media/technologies as the key engagement tool.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to a minimum of SCQF Level 6 which includes SVQ III or PDA or equivalent in Youth Work, as recognised by the Community Learning & Development (CLD) Standards Council (Scotland) for associate membership registration

✓

Excellent ICT skills and understanding of creative technologies

✓

Experience of developing and delivering learning and education programmes with young people

✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Associate Membership of the CLD Standards Council for Scotland		✓
Establishing positive relationships with young people supporting and enabling them to increase their confidence and realise their potential, fully integrating them into all session and activities.	Excellent interpersonal skills, with the ability to establish good relationships with young people Patience, tolerance and flexibility	✓ ✓	
Facilitating the active involvement of young people in the planning and development of the learning and skills development programmes.	Group facilitation skills Good communication skills Ability to develop positive relationships with young people	✓ ✓ ✓	
Ensuring that the youth work team creates a safe and supportive environment where young people are able to relax, learn, meet friends, make new relationships, have fun and find support.	Strong commitment to young people and an understanding of the factors affecting their lives Sense of adventure and a willingness to try new things	✓ ✓	
Supporting young people to complete their individual youth award portfolio's and record their achievements on the Management and Performance Information System.	Experience of using Youth Achievement Awards, ASDAN and SQA in community work settings	✓	
Monitoring and evaluating projects with young people and staff, providing reports as required to the management team.	Experience of evaluative practice and writing		✓

E = Essential Criteria D = Desirable Criteria

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Good standard of literacy skills	✓	
Supporting young people to access positive opportunities and create safe relationships within their communities.	Experience of working in partnership with appropriate agencies and services		✓
Ensuring that registration, attendance records and the evening recording sheet are completed and returned to Project Officer and/or Team Manager.	Experience of using web-based management information systems.		✓
	Good organisational skills	✓	
Ensuring that the appropriate health & safety, child protection and excursion guidelines are adhered to and all necessary parental and participant consent forms are completed and returned as required.	Awareness of health & safety and child protection requirements within a community work context		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results