

Role Profile

Project Officer – YOUth Space Fife			
Reference No.	A4162	Type	Individual
Service	Communities and Neighbourhoods Service.		
Job Family	Para-Professional 4	Grade	FC6

Purpose
To guide and support young people aged 11 – 21 years, in their personal, social and educational development by using creative and digital media as a tool for learning and engagement.
Work with young people will take place through group work programmes and 1 – 1 mentoring in variety of community based settings.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Delivering creative media based youth work projects and activities using photography, video, audio, coding, animation, blogs and other forms of digital platforms.
Facilitating learning and skills development of young people aged 11 – 21 years through the creation of their own online digital content.
Providing day to day support to a Modern Apprenticeship post holder, and a small team of youth workers, by assisting them with task planning, organising resources and delivery of group work programmes.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent in a related environment such as Digital and Creative Media.	✓	
SVQ III / PDA Youth Work at SCQF level 6.		✓
Experience of online information and communication tools such as social networking, video streaming, podcasts etc.	✓	
Experience of facilitating groups in a youth work setting (Work Together)	✓	
Experience of developing and delivering learning and skills development programmes to young people and volunteers.	✓	
Mentoring / coaching skills	✓	
Team working skills	✓	

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
Assess the needs and abilities of young people to correctly plan and deliver youth work programmes and activities.	Experience of working with young people in a youth work or learning setting.		✓	
Provide mentoring/coaching support to young people in a group or 1 – 1 setting.	Experience of coaching and mentoring young people in a learning or youth work setting.		✓	
Developing, delivering and evaluating training and workshops to area youth work teams and CLD partnership organisations on using creative, digital and social media as a youth work tool.	Experience of planning and developing learning programmes with young people and/or adults. (Take Ownership) Experience of developing and delivering training materials and presentations.		✓ ✓	
Contributing to evaluation information and participant impact statements as a requirement of the C&N Service Quality Improvement Framework	Report writing skills Ability to work under pressure and deliver to deadlines. (Deliver Results)		✓ ✓	
Ensuring the safe storage of any equipment / resources required to undertake the duties of the post.	Organisational skills.		✓	
Working with other similar post holders across the Southeast Scotland Improvement Collaborative to develop shared practices and approaches.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				
Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters <p>You will be expected to work in any location or in any Service of the Council providing support as and when required to achieve the overall aims of the organisation.</p>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results