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**YCSA Young People Looking Forward Programme Lead**

**Job Description**

**£** **26989 per annum**

Full time (35 hours per week)

Funded initially for 18 monthsLocation: YCSA, 48 Darnley Street, Glasgow

**Purpose**

The Programme Lead is responsible for the management, development and delivery of the Young People Looking Forwardprogramme funded by BBC Children in Need

YCSA Young People Look Forward is a new project designed to work with Black and Minority Ethnic (BME) young people aged 14 -18 most impacted by lockdown, cancellation of exams, and disruption to their education. It is aimed to give them back hope for the future, increase confidence, widen their choices, develop soft skills needed for employability, and help prepare them for positive destinations in life beyond school.  
  
YCSA Young People Look Forward will provide two main workstreams:  
  
a) Groupwork programmes around employability and activity groups to develop confidence and soft skill.   
  
b) Mentoring primarily carried out by volunteers from BME backgrounds who can provide young people with role models and help them widen their perspective on future possibilities.

The Programme Lead will be an experienced youth worker with experience of developing and managing projects. The Programme Lead will have the responsibility of providing strategic direction for the programme, with responsibilities for accurately reporting to funders in addition to monitoring and evaluation of the programme. The Programme Lead will be responsible for managing a small team, made up of sessional staff and volunteers. The Programme Lead will work closely with the YCSA Manager to seek appropriate funding for the development and continuation of the programme and to link the work with the development of YCSA’s strategic direction.

**Reports to:** YCSA Manager

**PVG Scheme:** The role requires individuals to join the Protecting Vulnerable Groups Scheme if not already a member. The post is subject to the Scheme Record accessed prior to the post commencing.

**Responsibilities**

* To develop the strategy for the delivery of Young People Looking Forward‘s programme
* To develop groupwork and mentoring programmes, and work alongside sessional staff and volunteers to deliver these
* To establish and manage the mentoring programme, recruiting, training and supporting volunteer mentors
* To provide 1:1 support on practical issues for those young people who require this
* To manage the workload and practice of sessional staff and volunteers
* To liaise with schools and agencies e.g. SDS, GCC Activity Agreements, Princes Trust around referrals and progression routes for young people
* To set up effective monitoring and evaluation systems on an individual, project and programme level.
* To manage the Young People Looking Forwardbudget and identify opportunities to increase resources
* To create reports on the outcomes and outputs for the Young People Looking ForwardProject for funders and YCSA board
* To liaise with the Manager around future funding opportunities for Young People Looking Forward
* To work with other teams within YCSA to ensure service users receive appropriate support
* To play a key role in the recruitment of staff and volunteers for Young People Looking Forward
* Understand and abide by the policies of the organisation including Health and Safety, Equal Opportunities, Confidentiality, and Protection of Children and Vulnerable Adults
* To undertake any other tasks appropriate to the role as requested by your line manager



**Safe, Happy and Confident** **Programme Lead Person Specification**

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| **Experience, skills and knowledge sought** | **Essential** | **Desirable** |
| Qualifications/  Documentation | * PVG for working with   young people will be  required   * Qualified to degree level in a relevant area or significant relevant experience | * Qualification in Youth or Community Work * Educated to degree level * Clean full driver’s license * D1 minibus license * Qualification in mentoring |
| Knowledge and Experience | * At least two year’s experience in   the third sector of managing  staff and project development/  outcomes, including provision of  supervision and support to staff   * At least 2 year’s experience of youthwork, particularly with those   who are vulnerable and/or  difficult to reach   * Experience of working with   people from BME backgrounds  including those for whom English is a second language and an  understanding of complex needs  and barriers affecting BME young  people   * Demonstrated experience or understanding of mentoring processes * Experience of managing a budget * Experience of monitoring and evaluating services, and their   impact on individuals through  a variety of methods and an understanding of evaluation  concepts and terminology   * Experience of preparing reports from qualitative and quantitative data * Experience of developing partnerships with other organisations and service providers * Experience of producing funding applications * Awareness of the needs and responsibilities of the Data Protection, Equalities and Child Protection/Vulnerable Adults legislation * Excellent understanding of confidentiality and professional boundaries | * Knowledge of Scottish Government policies in relation to young people and BME communities * Experience in giving presentations * Experience of creating action plans * Experience of designing marketing materials and using different marketing channels to reach new audiences/increase breadth of referrals * Knowledge and experience of conducting community consultation/research * Awareness of the needs and responsibilities of the Data Protection, Equalities and Child Protection/Vulnerable Adults legislation * Experience of supporting volunteers * Knowledge of organisations and services supporting increased employment opportunities for young people |
| Personal Skills, Values and Attitudes | * Excellent planning and organisation   skills, including ability to prioritise,  review and work under pressure  to specific timescales and  targets   * Ability to handle difficult situations appropriately and sensitively, using formal procedures as appropriate * Excellent written verbal and inter-personal communication skills, and ability to adapt communication methods to suit appropriate groups * Ability to develop creative resources and group work projects including planning resources to work with identified and varied needs of young people * Excellent time management skills including the ability to keep track of several projects at once, prioritise tasks and see tasks through to a timely completion * A non-judgmental outlook with the ability to handle difficult situations with sensitivity * Commitment to Inclusion, Equalities, Equal Opportunities and Anti-Discriminatory practice * Proficient in ICT (MS Office, internet, email, databases, marketing via social media | * Ability to communicate in a language commonly spoken in Scotland by BME communities * Proficient in using creative software (Adobe Photoshop, Premiere) * Experience of mentoring young people |