

Dear Applicant

Volunteer Youth Worker

Thank you for your interest in the Youth Agency. Please find enclosed an application pack, which includes the following information.

- Background to the Agency
- Job Description
- Person Specification
- Application Form

Please read all information before completing your application. It is very important that you consider both the Job Description and Person Specification, as we will use this to help us select candidates for interview.

Please do not send CV's, as they will be discarded. Only completed Youth Agency application forms will be considered. It is acceptable to enclose additional sheets in answer to our questions, where necessary.

Please return your application by two weeks from date of posting.

Yours faithfully

Yasmeen Al-midani
Youth Worker



BACKGROUND INFORMATION

Introduction

Wester Hailes Youth Agency was formed in October 1997 following a merger of local youth projects in the area. We offer young people a diverse range of programmes including: drop in provision, work in schools, groupwork, streetwork, environmental work and individual work.

The Agency is a charitable company limited by guarantee, registered in Scotland, and an enrolled body under the Landfill Tax Regulations. The Agency is funded by a number of different sources including the City of Edinburgh Council, West Edinburgh Community Planning Partnership, Scottish Natural Heritage and Youthlink.

Values

Our youth work is informed by a set of beliefs, which include a commitment to equal opportunities, and to young people as partners in learning and decision making. We believe that the needs, abilities and aspirations of young people should be recognised, understood and met within a supportive environment, which encourages them to achieve their goals and make real measurable progress. We endeavour to value the whole person and not focus solely on the problems or difficulties that young people present.

Purpose

The Youth Agency strives to promote, establish and operate sustainable services and facilities, which integrate environmental, social and economic factors for the benefit of young people aged 8-25, within Wester Hailes and the surrounding communities of Broomhouse, Sighthill, Parkhead, Longstone, Juniper Green and Baberton.

Aims

- Relieve poverty and disadvantage.
- Advance learning.
- Further participation and citizenship.

Strategic Objectives

The Agency's main objectives are divided into two sections: Service Objectives and Organisational Objectives.

Service Objectives

- Drop In Provision:** Improve access to recreational opportunities for all young people and to challenge disadvantage and discrimination.
- Detached:** Promote the participation of excluded young people and create new opportunities to further their individual and collective interests.
- Environmental:** Encourage young people to discover, explore and protect the natural environment.
- Schools Work:** Promote positive attitudes to learning and encourage young people to engage in new and existing learning opportunities.
- Groupwork:** Provide varied and flexible programmes informed by the needs and ideas of young people.
- Individual Support:** Ensure young people are assisted to find support most appropriate to their situation.

Organisational Objectives

- Partnership:** Develop meaningful partnerships with stakeholders, which assist in meeting the overall aims of the Youth Agency.
- Training:** Support the training and development of the Board of Directors, staff and volunteers and provide training in response to identified needs of partner organisations.
- Funding:** Secure sustained funding that enables the Agency to respond to the changing needs of young people.
- Marketing:** Raise the profile of the Youth Agency within the wider community and promote good practice at a local and national level.

Policy: Devise and implement policy and guidelines that ensures the efficient and effective stewardship of the Agency's business, and that appropriate mechanisms are in place to deliver a high standard of youth provision.

Quality: Devise quality indicators for all levels of the Agency's operations ensuring that continuous improvement is evidenced.

Job Description

Post: Volunteer Youth Worker

Responsible To: Youth Worker

Purpose

To develop purposeful links with young people and work with them to develop their ideas and create opportunities for themselves and the local community. All work will be negotiated in partnership with young people where their demands and aspirations are accepted and respected. Openness and flexibility will be key aspects in ensuring that young people have the relevant information to make positive choices in their lives.

Main Tasks

To make contact with young people in Wester Hailes and surrounding areas and identify their needs and aspirations.

To participate in the delivery of a range of youth work programmes which meet the identified needs and aspirations of young people.

To assist in the planning and preparation of youth work programmes, including contributing to evaluations and reviews.

To take part in training deemed necessary by the current requirements of the Agency.

To provide ongoing support and information to young people on a variety of issues.

To adhere to current policy and practice in all aspects of the Agency's work, including Health and Safety and Equal Opportunities.

To undertake any other duties which may be required.

Person Specification

The following criteria, highlights the experience, skill and knowledge which is required for the post of Youth Worker.

- The post holder should have a good general level of educational attainment.
- Experience of working as part of a team. The post holder will be required to work alongside other youth workers and volunteers in developing and delivering the Agency's youth services.
- Ability to develop and sustain relationships with a wide range of people.
- Good level of organisational and administrative skills.
- Good communication skills.
- An understanding and commitment to the principles of equal opportunities.
- Ability to use computers. Knowledge of Microsoft Word, Excel, Internet Explorer, and Desktop Publishing would be an advantage.
- Available to work unsocial hours, and to working outdoors in a variety of weather conditions.

Equal Opportunities

The work of the Youth Agency can be enriched by the contributions which can be made by people of different backgrounds and experience, and through our Equal Opportunities Policy we aim to bring difference and diversity into the Agency.

The Agency is committed to providing a working environment in which employees are able to realise their full potential and to contribute to business success irrespective of their gender, race, disability, age, sexual orientation, religion, religious belief, HIV status, marital status, political or trade union activity. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, the Agency is committed to identifying and eliminating discriminatory practices, procedures, and attitudes throughout the organisation. The Agency expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Agency aims to ensure that no employee or job applicant is discriminated against, either directly or indirectly, on the grounds of gender, race, colour, nationality, ethnic or racial origins, marital status, sexual orientation, religion, religious belief or disability.

Equal Opportunities practice is developing constantly as social attitudes and legislation change. The Agency will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Agency's employment policies and procedures, not just those specifically connected with equal opportunity.

As an organisation using the Disclosure Scotland service to assess applicants' suitability for positions of trust, we comply fully with the Disclosure Scotland Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.