

Station House Media Unit

JOB DESCRIPTION

1. ORGANISATION

POST TITLE: Youth Development Worker

STRAND: Youth Services

LOCATION: Station House Media Unit, and other locations across Aberdeen City and Shire as required

STATUS: Full Time – 37 hours per week to include evenings and weekends
(Part-time or Job Share applications will also be considered)

SALARY: £30,885 - £33,935 (*pro-rata*)

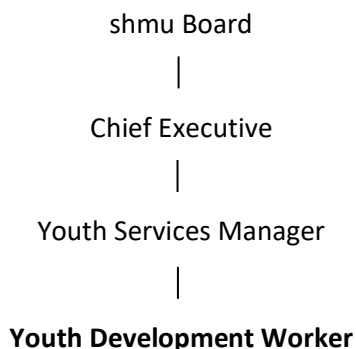
2. JOB PURPOSE

Funded by Young Start (The National Lottery Community Fund), you will support the delivery and expansion of shmu's youth creative media projects, engaging young people aged 11-18 and developing new provision for those aged 18-24.

The role will involve delivering creative media activities, facilitating skills-based workshops, and supporting young people to achieve accreditation, including Youth Achievement Awards. Working closely with media tutors and the Youth Services Manager, you will also lead outreach initiatives, build relationships with partners to support recruitment, and ensure effective monitoring and evaluation of programmes.

A key part of the role is embedding wellbeing support within creative activities, ensuring young people have a safe and inclusive space to develop confidence, strengthen social connections, and gain practical skills to support their progression into education, employment, or volunteering.

3. REPORTING RELATIONSHIPS



4. MAJOR TASKS

- 4.1 Develop youth focused creative media projects
- 4.2 Co-ordinate and facilitate engaging, interactive and fun media learning experiences
- 4.3 Develop and implement outreach projects
- 4.4 Embed and implement youth-centred approaches
- 4.5 Ensure high standards of record-keeping, monitoring and evaluation
- 4.6 Ensure participant safety and wellbeing
- 4.7 Deliver Youth Achievement and volunteering awards
- 4.8 Maintain effective communication with stakeholders, including parents and partner organisations.
- 4.9 Undertake other related duties as required.

5. ACTIVITIES

5.1 Develop youth focused creative media projects

- 5.1.1 Work alongside Youth Services Manager to develop youth-led projects that support personal, social and skills development
- 5.1.2 Ensure projects are inclusive, interactive and reflective of young people's interests and needs.
- 5.1.3 Work with young people to co-design and co-create relevant activities.
- 5.1.4 Support Youth Workers and Media Tutors to implement high standards of delivery of youth services.
- 5.1.5 Collect feedback from young people to assess their needs and interests.

5.2 Co-ordinate and facilitate engaging, interactive and fun media learning experiences.

- 5.2.1 Collaborate with media tutors to co-design creative media sessions that build confidence and improve wellbeing.
- 5.2.2 Facilitate interactive learning experiences that encourage personal growth and social connections.
- 5.2.3 Support media tutors in delivering high quality, inspirational content that raises aspirations.
- 5.2.4 Integrate participant feedback into session design to ensure continuous improvement.

5.3 Develop and implement outreach projects

- 5.3.1 Identify target groups and develop outreach strategies to raise awareness of opportunities and increase participation.
- 5.3.2 Lead on delivering outreach workshops, presentations and events in schools and community settings.
- 5.3.3 Support partnership development with local organisations to support participant recruitment and programme expansion.
- 5.3.4 Monitor and evaluate outreach efforts, adjusting approaches to enhance impact.

5.4 Embed and implement youth-centred approaches.

- 5.4.1 Maintain current knowledge of youth work principles and promote and embed best practice into all youth activities delivered by the organisation.
- 5.4.2 Facilitate co-design sessions with young people to gather input and shape service delivery.
- 5.4.3 Organise workshops and forums that empower young people to influence organisational development.
- 5.4.4 Support young people in building leadership skills and raising their voices within the community.

5.5 Ensure high standards of record-keeping, monitoring and evaluation.

- 5.5.1 Maintain accurate records of all project activities and outcomes.
- 5.5.2 Ensure data collection methods align with best practices for monitoring and evaluation.

- 5.5.3 Support analysis of and reporting on data to inform continuous project improvement.
- 5.5.4 Contribute to funding applications and reporting processes by providing relevant data and insights.

5.6 Ensure participant safety and wellbeing.

- 5.6.1 Conduct regular risk assessments for all youth activities and creative media projects.
- 5.6.2 Implement safety procedures and ensure compliance with organisational safeguarding protocols.
- 5.6.3 Develop and maintain signposting processes to connect young people with appropriate support services.
- 5.6.4 Respond to wellbeing concerns promptly and effectively, prioritising participant safety.

5.7 Deliver Youth Achievement and Volunteering Awards

- 5.7.1 Co-ordinate and deliver Dynamic Youth, Youth Achievement and Hi-5 Awards.
- 5.7.2 Support colleagues in integrating award delivery into youth projects.
- 5.7.3 Oversee the registration and engagement of youth volunteers for Saltire Awards.
- 5.7.4 Track award progress and celebrate young people's achievements.

5.8 Maintain effective communication with stakeholders, including parents and partner organisations.

- 5.8.1 Maintain strong relationships with young people, parents, partner organisations and funders.
- 5.8.2 Provide regular updates to stakeholders on project progress and developments.
- 5.8.3 Respond to enquiries and feedback from stakeholders to ensure responsive service delivery.
- 5.8.4 Represent the organisation at meetings and events to strengthen partnerships and collaborations.

5.9 Undertake other related duties as required

- 5.9.1 Attend relevant meetings and training as required
- 5.9.2 Respond to other appropriate tasks as requested by the Chief Executive and Management Team.

Person Specification

Job Title: Youth Development Worker

Salary: £30,885 - £33,935 (*pro-rata*)

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
1. EXPERIENCE	<p>Experience of building constructive relationships with young people in groups and on an individual basis within a community or formal setting</p> <p>Knowledge and experience of methods of youth engagement and the tools available</p> <p>A knowledge and understanding of current and emerging models and approaches for supporting and enabling effective youthwork provision.</p> <p>An understanding of UNCRC, equal opportunities, health & safety and child protection</p>	<p>Experience in the delivery of employability programmes</p> <p>Experience of working with marginalised/'hard to reach' young people</p> <p>Experience of facilitating/delivering accredited awards</p>
2. QUALIFICATIONS	<p>At least 2 years relevant Youth Work, Adult Education and/or Community Learning work-based experience</p>	<p>First Aid certificate</p> <p>Qualification in Community Education or Youthwork (<i>eg Diploma or Post-Graduate Certificate in Community Work, Adult Education or Youth and Community Work</i>)</p>
3. SPECIAL SKILLS/ APTITUDES	<p>Ability to manage constant demands and to work with competing deadlines</p> <p>Ability to liaise with staff at all levels</p> <p>Ability to communicate well with a wide range of people including other staff, children, young people and adult learners in a friendly manner</p> <p>Excellent time management skills of self and others</p> <p>Excellent organisational skills, including maintaining accurate records</p> <p>Ability to utilise appropriate management information systems and produce and write reports</p> <p>Ability to deal with conflicting situations</p> <p>Ability to use initiative and to prioritise tasks</p> <p>Ability to work in busy community setting</p>	<p>Knowledge of health issues affecting young people including drug and alcohol use, sexual health issues and mental health issues</p> <p>Experience of using Digital media (film/radio/music) as an engagement tool for working with young people.</p> <p>Knowledge of employability issues affecting young people</p>
4. PERSONAL QUALITIES	<p>Ability to work on own initiative and as part of a team and make a contribution to future plans</p> <p>Well-developed interpersonal skills with ability to communicate well with the public in a non-judgemental manner</p> <p>Ability to work in a way which promotes equal opportunities for all</p> <p>Ability to promote inclusion and challenge discrimination</p> <p>Ability to deal with conflicting situations</p> <p>Willingness to expand professional practice through on-going training, a commitment to personal learning and development</p> <p>The ability to be tactful and sensitive but assertive when appropriate</p> <p>Flexible attitude and willingness to work unsociable hours to meet the needs of the organisation</p> <p>Willingness to regularly work evenings and weekends.</p>	