

Job Description

JOB TITLE: Development Officer (Project co-ordinator) – COP26

RESPONSIBLE LINE MANAGER: Jenni Snell, Senior Development Officer

SALARY SCALE: Development Officer

MAIN PURPOSE:

To take responsibility for project co-ordination of the COP26 Youth Engagement Programme in partnership with Young Scot and Keep Scotland Beautiful.

KEY RESULT AREAS:

- To **work collaboratively with external partners** Young Scot and Keep Scotland on the co-ordination and delivery of the programme.
- To **develop, populate and monitor an online resource** platform for youth workers involved in the local youth work champion programme.
- To **work collaboratively** with partners and the YouthLink Scotland COP26 Training Officer to identify current gaps in training and resources and develop accordingly.
- **Support the delivery of Climate Literacy training sessions** for Youth Workers in partnership with YouthLink Scotland's COP26 Training officer and partners.
- **Provide on-going support and communications** to the youth workers supporting the local COP26 Champions through communication channels and the online resource platform.
- **Showcase** youth work's role in supporting young people to take climate action at local level through case studies and communications campaigns.
- **Work collaboratively** with partners and award providers to ensure that the local COP26 Champions are accredited for their volunteering.
- To **contribute to the overall strategic and business development** of YouthLink Scotland.
- To **work collaboratively with partners and other YouthLink Scotland staff** across the organisation in order to deliver effective and integrated services.
- To **represent the organisation** in key meetings and networks with members, key stakeholder and external partners.
- Other duties as delegated by the Senior Management Team.

PERSON SPECIFICATION:

Knowledge

- An understanding of the needs of young people and youth workers in Scotland
- An understanding of the youth work sector in Scotland and its role in tackling Climate Change.
- An understanding of climate change, climate literacy and COP26. (Broader knowledge of Sustainable Development Education in Scotland is desirable).
- Qualification or commensurate work experience to SCQF LEVEL10 or above in a relevant discipline e.g. Social Sciences, Youth Work, Community Learning and Development, Environmental Sustainability.

Skills

- Excellent Communication skills including written, oral and ICT skills
- Interpersonal skills and ability to collaborate appropriately and effectively with a wide range of stakeholders
- Ability to develop and upload content to an online platform and/or website.
- Skills in developing resources and training
- Ability to prioritise workload and work on own initiative
- Ability to work to agreed targets
- Ability to develop creative approaches and solutions to problems and situations

Experience

- Experience in project management and co-ordination
- Experience working with young people and youth workers
- Experience of partnership working and building effective relationships across organisations
- Experience of undertaking evaluation and monitoring of project outcomes

Please note that within the normal duties of this post you will be required to carry out regulated work with children. This will include:

- Instructing, training or supervising children/young people
- Unsupervised contact with children/young people under arrangements made by a responsible person
- Providing advice or guidance to children/young people which relates to physical or emotional well-being, education or training

YouthLink Scotland is registered with **Disclosure Scotland**. Individuals carrying out regulated work with children within **YouthLink Scotland** will be asked to become members of the PVG Scheme

NB: It is illegal for a person to undertake regulated work if they are barred from doing so.

YouthLink Scotland will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by the Senior Manager with responsibility for PVG.