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| Title: | Youth Worker (Drop-in and activities coordinator) |
| Salary: | £22,500 and £26,000 |
| Hours: | 35 hours per week |
| Contract: | Permanent |
| Start Date: | ASAP |

Who are LYPP:

Linlithgow Young People's Project (LYPP) is a youth charity working with young people from all backgrounds in Linlithgow and two nearby towns, Bridgend and Winchburgh. Formed in 1990 by a partnership of local churches, LYPP's aim is to foster a sense of 'hope' in the lives of young people by creating engaging and encouraging spaces for them to grow!

LYPP's work revolves around 5 key areas:

Informal Drop-in – This is often our first point of contact with young people and consists of a mixture of activities including crafts, baking, challenges, topic based workshops, and space to relax and hang out. We run 5 drop-ins each week for around 80 young people aged between 5 and 18 in both Bridgend and Linlithgow.

Health and Wellbeing – LYPP runs a wide range of programmes focused on young people's mental health including one to one mentoring, counselling, and small groups, and we are excited to have opened a new youth counselling hub this year.

Schools work – LYPP has built a strong relationship in the local schools and provides multiple accredited learning opportunities and PSE classes for young people in both primary and secondary school.

Holiday Programmes – Each year LYPP runs 10 weeks of subsidised holiday programmes for around 120 young people and build strong relationships with young people through shared experiences.

Youth Volunteering – Young people are encouraged to be part of the work of LYPP and to take a lead in its programmes and events. The youth volunteering programme gives young people the opportunity to do this alongside becoming active participants in the local community.

Each year, LYPP works with around 1000 young people from the age of 5 to 25, with our core presence being amongst those of secondary school age many of whom are from areas of deprivation. LYPP has grown significantly since its inception, partnering with the community, churches, and other local service providers to deliver barrier-free and innovative youth work.

Would you like to become part of this dynamic exciting project?

Job description:

The post-holder will coordinate our current drop-in activities in Linlithgow and Bridgend which are currently held on Tuesday and Wednesday evenings, and Friday afternoons. The coordinator will attend these sessions and, when unavailable, organise a suitable team to keep these running. Sessions are made up of a mixture of activities, workshops and topic-based group work, and it is the coordinator's responsibility to ensure that a full and varied programme is running throughout the year. The post-holder will work closely with staff, volunteers, and young people to plan, deliver, and evaluate their activities in line with the agreed outcomes. The post-holder will be expected to work towards expanding our current provision to new locations such as Winchburgh and building up new partnerships in these areas.

The post-holder will be responsible for the creation and delivery of our holiday programme activities which extend to around 10 weeks per year. This will involve planning and leading a varied and accessible programme for young people to be part of whilst working within strict budgets. The post-holder must be proficient in building good relationships with the local Council, churches and other third sector organisations to ensure these programmes are affordable, exciting and unique. Experience in developing relationships with businesses and funders would also be beneficial.

Throughout the year, LYPP creates, provides and leads various events within Linlithgow and Bridgend such as the Marches (a local annual celebration event), Gala Day, Christmas markets, open days, fundraising events and family fun days. The post-holder will be required to organise and lead these in the understanding that whilst these events are irregular, they represent significant opportunities for us to raise our profile and become involved in the local community. The post-holder will be expected to work alongside existing partners and develop new ones to ensure all events are resourced sustainably.

In all areas of the role, the post-holder will need to manage budgets and work within the criteria stipulated by funders, balancing their expectations with the needs of the young people, in agreement with the Project Manager. The post-holder will join a busy team that works collaboratively across all our provision and will be required to assist in wider LYPP activities including Early Intervention Mentoring Programme, Youth Volunteering Programme, schools work and small groups.

Key responsibilities:

- To coordinate, create and deliver informal youth work programmes in Bridgend and Linlithgow, in consultation with young people. This includes working within a set budget, creating risk assessments, advertising events on social media, and liaising with partner organisations and parents when needed.
- To lead a team of staff and volunteers in youth work sessions within Bridgend and Linlithgow youth clubs and ensure all sessions are welcoming, safe, and inclusive.
- Develop monthly issue-based group work within existing provision in consultation with, and as led by, the needs and interests of young people.
- To lead end of session evaluation discussions and ensure these are recorded on the LYPP database.
- Keep emergency contact forms up to date and ensure all young people have these completed.

- To coordinate, create and deliver our holiday programmes across the February, Easter, Summer and October school holidays.
- To manage waiting lists and inform parents when a space has been granted, proactively ensuring no spaces are wasted.
- To work within the budgets, as prescribed by funders, and ensure resources are responsibly used.
- To create risk assessments for each individual event and ensure these are adhered to.
- To be responsible for creating 'trip packs' and ensuring these are brought on trips.
- To ensure our activities are well advertised across physical and digital media outlets.
- To negotiate with activity providers the best possible price for our visit.

- To coordinate, create and deliver one off events taking place throughout the year in partnership with various organisations.
- To take the lead on the coordination of events where other partners are unable to do so.
- To work within set budgets and ensure activities have the appropriate level of staffing.
- To create risk assessments for each event and ensure these are adhered to.

- To assist in the collection of regular monitoring forms from young people and to ensure all youth work activities are measured and evaluated against YouthLink Scotland's Outcomes and Skills Framework as directed by the Project Manager.
- To complete relevant administrative tasks as required.
- To participate and work collaboratively in wider LYPP activities as required.
- To participate in weekly staff team meetings.
- To participate in monthly staff check-in sessions and be accountable to the Project Manager.
- To explore and facilitate the creation of a future informal youth club within Winchburgh.

Person specification:

Essential

- You must be passionate about bringing hope to young people.
- You must have experience of working with young people from a wide range of backgrounds including those from areas low on the Scottish Index of Multiple Deprivation.

- You must be able to understand the culture and context of the young people and be sympathetic to their circumstances.
- You must be a self-motivator who can work under limited supervision and able to manage your own workload.
- You must have a minimum of 3 year's experience working in a youth work setting.
- You must be willing to undertake regular evening work.
- You must complete a satisfactory PVG check before commencing the role.
- You must be sympathetic to LYPP's Christian ethos, principles and vision.

Desirable

- You should hold accredited youth work training or another relevant degree.
 - You should have experience of working with disengaged young people who are affected by anxiety, lack of motivation and challenging behaviour.
 - You should have experience of running informal youth work activities that meet the needs of all young people in a group.
 - You should have a flexible approach to your work and be able to respond to the needs and interests of the young people.
 - You should be able to inspire participation in activities and programmes.
 - You should have good leadership skills and experience of managing a team.
 - You should be competent at using digital media and Microsoft applications.
 - You should have good verbal and written communication skills.
- It would be beneficial for applicants to hold a driver's licence and have access to your own transport due to the various locations we operate in.