



## Job Description

### Job Details

Job Title	Climate Action Fife Youth Worker (25 hours)
Location:	Fife Wide
Line Manager:	Manager

### Main Purpose of Job

- ✓ Responsible for developing and delivering the Youth 1st activities for the Climate Action Fife programme.

### Duties and Responsibilities

#### Climate Action

- Develop the climate action programme to include a series of talks, workshops, and events.
- Work with young people to develop the programme.
- Deliver the climate action programme to youth clubs and young people around Fife.
- Work with small groups of young people to plan and deliver on a climate action project/pledge.
- Build and manage relationships with key stakeholders and the Climate Action Fife partners.
- Be an ambassador for living a climate friendly life and be passionate about passing on this message.
- Accredite the work young people do by supporting them to complete Youth Achievement Awards (or Hi5/Dynamic Youth Awards).
- Take part in Climate Action Fife training
- Coordinate with the Climate Action Fife partnership to feedback on and support ongoing work.
- Monitor and evaluate the programme and provide regular updates both verbal and written as required.

#### General

- Meeting with line manager on a regular basis to discuss and agree aspects regarding the development of the project.
- Collaborate and work in partnership with the B:activ co-ordinator.
- Provide our network with regular updates by posting on social media.
- Using youth work methods, work with and support the participants throughout the project.

#### Supporting Youth 1st

- Network with relevant agencies to increase awareness of the project and Youth 1st.
- Liaise and support the Network Support Team to understand the needs of members.
- Diversify the offer of youth work activities available to our members.
- Participating in relevant training courses as required.
- Provide network support to an allocation of the Youth 1st membership.
- Promoting the work of Youth 1st in a positive and exciting manner.
- Visit groups, provide information and training where required.
- Deliver sessions for/with B:activ team when required
- Other reasonable duties as identified by the Line Manager.



Person Specification	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant qualification in youth work or equivalent</li> </ul>
<b>Relevant Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of Youth Work</li> <li>• Experience of developing and delivering to young people</li> <li>• Ability to work in partnership in a range of settings</li> <li>• Ability to engage positively with young people</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong organisational and programme development skills gained in a relevant youth-focused environment</li> <li>• Ability to motivate others, engage and encourage participation.</li> <li>• Administrative, planning and evaluation abilities – good written and verbal reporting skills with the ability to plan and evaluate services and produce written reports</li> <li>• Ability to work to deadlines under pressure and work flexibly in response to changing priorities</li> <li>• Excellent interpersonal skills with the ability to engage effectively with individuals at all levels.</li> <li>• Skilled user of IT with good working knowledge of MS Office</li> <li>• Ability to travel throughout Fife to deliver sessions and attend meetings.</li> <li>• Ability to work flexibly including evenings, occasional weekends and school holidays.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Passionate about and keen to act on climate change</li> <li>• Self-motivated with enthusiastic and energetic approach</li> <li>• Confident approach to own learning and continuous improvement of your work</li> <li>• Actively demonstrates the values held by Youth 1st</li> </ul>



<b>Working with Youth 1st</b>	
<b>Salary Range</b>	<b>£20,020</b> per annum (Pro rata)
<b>Hours of work</b>	25 hours per week
<b>Duration of Contract</b>	5 years fixed term
<b>Pension Scheme</b>	Pension allowance of between 5% and 7.5% of gross salary, matched by the employee's contribution
<b>Leave</b>	8 weeks paid leave per annum (pro rata for part time workers) inclusive of public holidays, increasing to 9 weeks after 5 years' service.
<b>Other Information</b>	<p>The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of Youth 1st. Job posting is subject to a mandatory PVG.</p> <p>It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review.</p> <p>Youth 1st is a voluntary organisation and is monitored by a Voluntary Board of Trustees.</p> <p>Youth 1st is a Scottish Incorporated Charitable Organisation. Registered Charity: SC006872.</p>