

greenspace scotland

job description

Job Title:	Young Placechangers Development Officer
Location:	Stirling (greenspace scotland office) or home-based travel required throughout Scotland
Hours:	25 hours [0.7 FTE] (flexible to be agreed with successful candidate)
Salary band:	£24,000 – 26,000 (pro-rata)
Line Management:	Line managed by Programme Manager

Fixed term appointment to May 2020 (with possibility of extension)

Job Purpose

To lead and manage the development and delivery of the Young Placechangers programme – a partnership programme developed by greenspace scotland and Youth Scotland to put young people at the centre of placechanging projects improving their local communities. The programme has 4 main elements: Young Placechangers residential training, Seed Corn Grant Fund, Ideas Fund and Young Placechangers Mentoring Network.

Main duties and responsibilities

Project delivery and management

- deliver all the elements of the Young Placechangers programme (drawing on experience and knowledge of existing greenspace scotland and Youth Scotland staff). This includes:
 - recruit and support young people, youth groups and youth workers
 - prepare and deliver training and workshops with young people and youth workers
 - on-site support to participating groups, including developing and managing mentor network
 - support award of seed-corn and ideas fund grants
- monitor progress against the agreed project plan, flagging up any emerging issues relating to project plan or budget for early resolution
- provide reports on activity to the programme manager and partners where required
- manage the project budget and provide monthly budget reports
- carry out the programme evaluation

Partnership and governance

- develop and maintain effective relationships with strategic partners in the youth and environment/place sector, participating youth workers, local projects and other key stakeholders

Communication and marketing

- work with greenspace scotland, Youth Scotland and partners to develop and deliver a comms strategy, including integrated comms and social media campaigns to raise the profile of the Young Placechangers programme.
- assist with promotion of the programme through attending relevant meetings and events, liaising with relevant organisations, using social and local media routes
- collate case study material, quotes and personal stories from successful projects

Responsibilities of all greenspace scotland staff

- work flexibly and cooperatively with colleagues and partners towards the agreed mission and outcomes of the organisation
- maintain positive and constructive working relationships with partners and stakeholders
- undertake other duties relevant to the post and, occasionally, other wider duties relevant to the greenspace scotland mission
- adhere to all internal and external greenspace scotland policies, procedures, systems and guidelines, and contribute, as required, to their ongoing development
- have regard for your own personal health and safety and that of those around you

Person specification

(a) Essential criteria

Qualifications

- Degree or equivalent professional qualification in relevant field (or 3 years relevant work experience)

Knowledge and experience

- In depth experience and proven track record of working with young people, youth groups and youth workers across a range of groups and communities of interest
- Demonstrable experience of project management and managing partnership projects
- Experience of organising and delivering workshops and training to different audiences
- Ability to develop innovative approaches in engaging young people and communities
- Relevant work experience in an environmental/greenspace management or community development role

Skills

- Strong interpersonal skills, organisational and planning skills
- Ability to engage pro-actively with a wide range of people, establishing trust and rapport
- Be able to demonstrate sound professional judgement and act with discretion
- Ability to manage one's own time, information and resources
- Be able to work on own initiative and as part of a wider team
- Flexible and adaptable in changing circumstances
- Creative and lateral thinking
- Good written, verbal and presentational skills
- IT competent (word processing, spreadsheets, data-entry, use of email and internet for research)

Personal qualities

- Good team player with team building and maintenance skills
- Experience of working in partnership with a varied range of organisations including statutory agencies, local authorities, youth groups, community groups and third sector organisations
- Representative qualities with the ability to sustain a high profile for the organisation and the programme
- Ability to think strategically, show initiative and develop innovative and imaginative approaches to relevant issues and problem-solving
- Ability to effectively plan and prioritise workload, including keeping various tasks and projects running at the same time

- Flexibility and adaptability to work on an evolving programme
- Enthusiasm for the aims and work of greenspace scotland, Youth Scotland and the Young Placechangers programme

(b) Desirable criteria

- Membership of a relevant professional body

Knowledge and experience

- Awareness and understanding of the Scottish policy environment, funding landscape and organisational structures relevant to greenspace scotland, Youth Scotland and the Young Placechangers programme
- Experience of working on partnership projects with local authorities, youth groups, community based organisations and NGOs
- Experience of website development/management and using social media
- Running integrated comms and social media campaigns