



## JOB DESCRIPTION

<b>Job Title</b>	: YoMo Volunteer Support Office (funded for 2 years through Young Start)
<b>Location</b>	: Young Movers Glenburn Centre 6 Glenburn Place G34 9AN
<b>Contract</b>	: Salary £23,367 35 hrs per year (including evening & weekends as required)
<b>Probationary Period</b>	: 3 months
<b>Accountability</b>	: Project Coordinator

Please complete the application form and return to [linda@yomo-online.co.uk](mailto:linda@yomo-online.co.uk)  
before the 18<sup>th</sup> November 2015

Interviews will be held on the 26<sup>th</sup> November in the YoMo Office

### **MAIN DUTIES**

- To support and develop the volunteering opportunities at YoMo, working with and developing new relationship with partners to recruit young volunteers.
- To engage young volunteers in the planning, delivery and evaluation of YouthBank and other volunteer opportunities within YoMo.
- To work as part of a team and develop positive trusting relationships with young people.
- To make regular contact with young people in order to identify, assess, and meet their formal and informal educational needs, and to encourage higher self expectations, standards and skills.
- Support the personal and social development of young people through creative programmes.

### **GENERAL DUTIES**

- To share responsibility with members of the staff team in planning outings/trips, and devise relevant training and educational programmes for young volunteers.
- To participate in staff meetings, training sessions, and one to one supervision sessions where appropriate.
- Collate evidence and reports of activity from volunteers for monitoring and evaluation purposes
- Adhere to and implement all YoMo's policies.
- To undertake any other appropriate tasks, as identified by the co-ordinator or management committee.

<b>PERSON SPECIFICATION : Volunteer Support Officer</b>	
<b>Personal Qualities</b>	
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Enthusiastic, non-judgemental attitude towards young people.</li> <li>▪ Understanding of, and belief in, empowerment and the positive abilities of young people.</li> <li>▪ An awareness of and commitment to equal opportunities and anti-discriminatory practice.</li> <li>▪ Understanding of issues facing young people within society.</li> <li>▪ Initial belief and understanding of promoting the personal and social development of young people.</li> <li>▪ A willingness and desire to learn.</li> <li>▪ Understanding and commitment to treat each young person as a unique individual.</li> <li>▪ Be prepared to undergo clearance from Disclosure Scotland/ PVG</li> </ul>	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Ability to competently lead group work sessions, trips and youth work projects.</li> <li>▪ Hold a current driving license</li> <li>▪ Experience of building relationships with community partners</li> </ul>
<b>Experience</b>	
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Minimum of 2 years youth work experience.</li> <li>▪ Skills, knowledge or experience relevant to the youth work agenda.</li> <li>▪ Planning, delivering and evaluating needs led youth work programmes involving young people in the process.</li> </ul>	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ One to one working.</li> <li>▪ Relevant professional qualification.</li> <li>▪ Use of Curriculum for Excellence within programmes.</li> <li>▪ Knowledge of Volunteering Standards</li> <li>▪ Understanding Employability Pathways</li> </ul>
<b>Skills and Abilities</b>	
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Ability to work in a team and use own initiative.</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Ability to contact, engage and motivate young people.</li> <li>▪ Ability to plan by setting targets, meeting objectives and effectively monitor and evaluate performance.</li> <li>▪ Ability to creatively engage young people.</li> </ul>	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ IT skills.</li> <li>▪ Understanding of and commitment to the voluntary sector.</li> <li>▪ Excellent networking skills</li> <li>▪ Confidence to deliver presentations.</li> </ul>

