

Senior Development Worker (Location Youth)

Job Title:	Senior Development Worker (Location Youth)
Job Ref:	YS-SDWLY26
Salary Scale:	£38,080 – £40,169 (Salary Points 35 – 37)
Hours of Work:	Full-time at 35 hours per week. We are happy to discuss flexible working arrangements.
Holidays:	25 days, plus 12 fixed Bank Holidays (one additional day of holiday for each year of services up to a maximum of 5 days).
Contract:	Funding for this post is confirmed until end March 2029. Extension subject to continuation of funding.
Line Manager:	Head of Youth Work Programmes and Quality Improvement (HOYWPQI)
Line management responsibilities:	2 Youth Scotland Development Workers
Location:	This position is based in our Edinburgh office with option for hybrid working.

About Location Youth

Location Youth is a three-year, Scotland-wide, large-scale youth participation and leadership programme. It aims to support young people who are impacted by crime, poverty and anti-social behaviour. It is delivered by a partnership of organisations, with Youth Scotland as the lead partner.

Job Purpose:

To lead on the Location Youth programme as the grant holder in a partnership consortium. To line manage the operational delivery of Youth Scotland's Location Youth team. To develop and manage other Youth Participation projects as required.

Key Responsibilities of the post are:

- Co-ordinate the Location Youth programme for Youth Scotland, as the lead partner and grant holder.
- Build relationships and be the key contact for Partners and the Funders.
- Organise, set agendas and chair internal/external meetings.
- Organise the planning and co-ordination of the Location Youth programme delivery to reach annual targets.
- Line-manage the Location Youth operational team at Youth Scotland, overseeing engagement and delivery with youth groups in areas of deprivation.

- Support members of the partnership to develop their delivery plans, reports, monitoring and evaluation systems.
- Lead the overall evaluation of Location Youth including forming the evaluation plan from the logic model, setting up processes, producing templates, coordinating the analysis and presentation of data, conducting interviews and writing up quarterly case studies.
- Collate data and produce monthly/quarterly/annual reports as required to funders and partners.
- Work with the Youth Scotland Finance Officer and HOYWPQI to reconcile the budget for Youth Scotland and across the partnership, including regularly reviewing SAGE reports, invoices and other expenditure.
- Plan and facilitate operational and evaluation workshops for a cross-partnership group of delivery staff.
- Support the Youth Scotland team and partners to organise cross-organisational large-scale events for young people.
- Co-ordinate Location Youth promotion and communication activities – liaising with the comms leads in partner organisations.
- Develop and manage other time-limited pieces of work and other Youth Scotland Development Staff beyond Location Youth, using additional funding secured by Youth Scotland.

Internal Youth Scotland

- Work collaboratively with other Youth Scotland staff and Senior Managers to support the achievement of our strategic objectives and delivery of performance targets.
- Identify areas of good practice and develop opportunities for sharing good practice internally within Youth Scotland and also with partners.
- Work with the wider Youth Scotland team to share resources, run partnership pieces of work and plan events.
- Operate the financial controls and payments within agreed budgets.
- Maintain an awareness of current national strategies, policies and practice around youth work, youth leadership and youth participation.
- Promote equality and diversity within the organisation.

Occasional tasks

- Participate in external forums, workshops and events to promote Location Youth and Youth Scotland.
- Undertake other duties which may be required, and which are commensurate with the post.