Knightsridge Adventure Project S.C.I.O.-The Vennie Managers Post

An extremely rare opportunity has arisen to manage a dynamic youth, children & community organisation.

Knightsridge Adventure Project S.C.I.O.-The Vennie, is a registered charity.

The organisation is well established in Knightsridge area of Livingston, West Lothian. Scotland

The Vennie’s mission is to provide high quality youth work services that support children and young people to flourish. We support the community through various means, especially through our food outlet and community garden. We aim to nurture aspirations, build relationships, provide opportunities, and strengthen well being of people & families from the community.

This post will attract a salary of £35,000 pro rata 37.5 hours.

Hours of employment will be 4 days or 30 hours weekly at the Vennie

Main role & task:

The candidate for this post will be able to form and develop positive and compassionate relationships with children, young people and families. Have good interpersonal skills, as well as experience in designing tailored group work programmes. You feel confident communicating, with a solution focussed attitude.

Manage/oversee established youth clubs, bike lending library, community garden, outreach work and food outlet.

As well as evidencing your work, you can prioritise and meet deadlines. You hold knowledge and practice in relation to children and young person’s issues.

Ideally; you will have experience of working within S.I.M.D. areas. You will be asked to support staff and volunteers; to utilise youth work and/or community engagement skills. Work collaboratively with partners, Local Authorities, and other public services to create new opportunities or develop existing ones

You are flexible, given the remit of the role, as some evening and weekend work will be necessary.

You should be familiar with the Capacity Building process. This will include: writing funding application, project development, monitoring & evaluation

**Key skills and knowledge:**

* Proficient in the use of Microsoft Office including the use of: Word and database to maintain timely records. Including: maintaining financial Excel spreadsheets and records.
* Proficient in the use of social media platforms as a means of communicating messages to diverse audiences.
* Experienced in the design, facilitation, and delivery of workshops/training for groups.
* Experience of Third Sector governance and charity regulations.
* Appreciation of the importance of monitoring and evaluation in measuring the outcomes/impact of activities and service delivery.
* **The ideal candidate should have the following qualities:**
* A good team player who is willing to work alongside others to reach shared objectives.
* A calm 'can do' demeanour, with the ability to prioritise competing demands.
* A flexible approach and a willingness to adapt to circumstances as they arise.
* An excellent communicator with presentation skills
* A reflective practitioner; both in and on action
* Have experience of project management and lead facilitation with vulnerable young people,
* Manage staff, and volunteers
* Have Responsibility as lead, for Policies, including; child protection, safeguarding and risk assessment.

**The Benefits of Working at The Vennie are:**

* Managing a dynamic, pro-active, forward thinking project.
* The opportunity to be part of the next exciting chapter in The Vennie’s history.
* 2 years funding in place, with the ability to income generate.
* The Vennie has its own Mini Bus.
* A generous salary that values your skills, knowledge, and experience.
* Auto-enrolment into Nest Pension scheme or alternative scheme.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge &**  **Experience** | Working with children & young people.  Experience of working in S.I.M.D. areas  Managing staff & volunteers | Community development-capacity building experience.  Health & Safety training including first aid Experience of delivering workshops  Experience of working with groups/individuals |
| **Skills/Qualifications** | Educated to Degree level in a relevant capacity or Substantial experience within this field  The ability to write successful funding applications (evidence required)  Partnership working  Experience of working in the voluntary/3rd sector  Proficient in finance, managing budgets, updating finance spreadsheets | Relevant qualification that relates to this post |
| **Personable** | Experience of working as part of a team  Experience of working with children, young people, general public, community, volunteers  Ability to work on own initiative  Good organisational skills | Experience of working with groups  Trustworthy |
| **Working time** | Able to work through school holidays EG; Easter, Summer & October | Flexibility needed |
| **Communication skills** | Ability to communicate effectively  Ability to communicate with professionals/other community organisations.  Good written and oral communication skills | Plan and organise programmes & sessions |
| **Resources** | Keep accurate project records  Monitor & evaluate work | Full driving license  Mini Bus Licence |
| **Confidentiality** | Understanding the importance of confidentiality and data protection laws |  |
| **Training** |  | Take advantage of training to improve skill level (CPD) |

Closing date for applications will be: **26/05/2023**.

Interviews will take place on: **07/06/2023**

Application for the post will be; C.Vs. and a covering letter, explaining your suitability for the post, these should be sent by e-mail to:

[admin@thevennie.co.uk](mailto:admin@thevennie.co.uk) or vennieyouthclub@gmail.com

Further information can be obtained about this post by telephoning;

01506 432094 or by the above email address.

Appointment will be subject to a satisfactory P.V.G. and two references, one from a current employer or last employer.

Knightsridge Adventure Project SCIO-The Vennie; strives to be an Equal Opportunities Employer.

Web site: thevennie.co.uk

Facebook: Vennie Knightsridge

Twitter: @vennieyouthclub