Glenkens Community & Arts Trust

Job Description:

Glenkens Youth Group Assistant

(Freelance role, 3 hours/week average, 1-year contract)

Our Aims

Glenkens Community and Arts Trust (GCAT) strives for healthy, active, creative, connected and inclusive communities in which people of all ages can live, work and grow.

To help make this a reality, we work with others to enrich the lives of people in our communities by providing inclusive social, artistic and creative activities, experiences and opportunities for progression.

The overall strategic aim of our communities work is that the capacity and resilience of our people and communities will improve; people and groups are better connected and less isolated and have greater skills, abilities and confidence to take leading roles; and that individuals have improved mental and physical wellbeing.

Overall Role and Accountability

This freelance post of Glenkens Youth Group Assistant is required in order for GCAT to take over the very successful Glenkens Youth Group that Local Initiatives in New Galloway set up. GCAT has sourced funding to continue the group for at least 2 years.

You will work directly with the Glenkens Youth Group Deliverer to plan and deliver a range of weekly activities to Glenkens young people mainly aged 11- 14 9p7 – S3), with a particular emphasis on active, outdoor and youth-led social activities.

Hours will be flexible with an average of 3 per week, and you will be expected to manage these sensibly to accommodate variations in activities.

Evening and some weekend work will be required, as well as some work during school holidays and working from home on planning and admin tasks. It is expected that the regular work will be weighted towards term-time, with a more ad hoc holiday schedule.

The client for this role will be Cat Campbell, CatStrand Young Creatives Project Lead.

This role is open to all, but priority will be given to applicants who are under 25, as part of our drive to create opportunities for young people in the Glenkens and district.

Responsibilities

- Help to plan and deliver our regular term-time youth group sessions, currently held in Dalry on a Monday evening 7pm – 8.30pm, as well as trips in the school holidays.
- Take responsibility for the safety and welfare of the young people during the Youth Group sessions.
- Be one of the public faces of Glenkens Youth Group on behalf of GCAT and CatStrand, and therefore always adhere to the highest standards of professionality and courtesy when dealing with the public or colleagues.

To support this, you will:

- Attend all Youth Group sessions by default, or arrange cover if required.
- Do the set-up / take-down for events / activities.
- Help to plan termly and holiday schedules with the Glenkens Youth Group Deliverer.
- Help with recording Youth Group activities for evaluation purposes.
- Adhere to all GCAT policies and processes, particularly around safeguarding of children and young people.
- Be a positive role model for our young people.

Details:

- £10.90/hour
- 3 hours a week, 52 weeks a year on average, but different term-time and holiday schedules, by agreement.
- Payment monthly in arrears by invoice.
- Start date: as soon as possible.
- End date: 1 year later, with a possible extension if funding allows and it is mutually agreed.
- PVG will be required.