Glenkens Community & Arts Trust

Job Description:

Glenkens Youth Group Deliverer

(Freelance role, 1 day/week, 1-year contract)

Our Aims

The Glenkens Community & Arts Trust has a long track record of economic regeneration through arts and community work in the Glenkens. We are a key anchor organisation for the area, with a clear vision of making the Glenkens an excellent place to live for people of all ages. We do this by:

• Interweaving Arts, Community and Heritage to enrich the life of the area.

• Delivering our Artistic Vision with passion and creativity.

• Supporting many activities core to the quality of life of people and environment of the Glenkens.

• Driving economic and social regeneration of the area through championing the delivery of the Glenkens & District Community Action Plan.

The Glenkens Youth Group is one of our key projects in support of the Community Action Plan priorities. It provides an undirected space for P7 – S3s to relax in and make new friends. It works closely with our other youth project, CatStrand Young Creatives.

The Youth Group was started in summer 2022 by LING, and taken over by GCAT in summer 2023. It is funded by the Glenkens and District Community Benefit fund until at least July 2025.

Overall Role and Accountability

This freelance post of Glenkens Youth Group coordinator will work directly with Glenkens young people aged P7 – S3 to plan and deliver a range of weekly activities, with a particular emphasis on active, outdoor and youth-led social activities. You will communicate regularly with other relevant local and regional organisations, to complement their work and provide a joined-up service for young people.

Hours will be flexible with an average of 7 per week (term-time only), 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 working from home on planning and admin tasks. It is hoped to raise matched funding for a summer holiday

programme, in which case the Coordinator would plan and deliver these ad hoc activities too.

The client for this role will be Cat Campbell, CatStrand Young Creatives Project Lead, as it is important that the Glenkens Youth Group and CatStrand Young Creatives work constructively together to serve the different needs of our young people.

Responsibilities

- Plan and lead 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 if funding allows.
- Ensure that young people across the Glenkens area play an active and meaningful role in developing activities and opportunities to meet their need and that the Group evolves in response to their need.
- Take full responsibility for the safety and welfare of the young people during the Youth Group sessions.
- Work closely with the CatStrand Young Creatives project to ensure overlap and coordination where appropriate.
- Manage and support the Youth Work Assistant (who will be a young person) and volunteers.
- Source funding for holiday or additional activities.
- Be the face 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:

- Run all Youth Group sessions by default, or arrange competent cover if required.
- Manage venue bookings and set-up / take-down for events.
- Plan termly (and holiday) schedules with the CYC Project Lead and deliver those plans to the agreed budget. This will include booking transport, food and venues for external trips.
- Evaluate and record Youth Group activities.
- Promote Youth Group events, activities and opportunities effectively using a range of platforms including social media and through schools and other organisations, always trying to reach and engage more young people.
- Develop relationships with local and regional organisations to extend the range of opportunities available to young people in the Glenkens
- Work and plan within the Youth Group budget, including grant finding for necessary and optional matched funding.
- Adhere to all GCAT policies and processes, particularly around safeguarding of children and young people.

Details:

- £15/hour
- 7 hours a week, term-time only.
- Additional hours in holidays as funding allows, by mutual agreement.
- Payment monthly in arrears by invoice.
- Start date: 20 August 2024
- End date: 30 June 2025.
- PVG will be required.