

**CLUED UP PROJECT**

## **Job Application Pack**

The Clued Up Project has been in existence since 1994 and has been a Third Sector organisation since April 2004.

Clued Up provides a comprehensive “youth friendly” substance use support and information service to young people under 25 across Fife, also targeting the wider issues of general well-being and lifestyle.

Our service involves:

Outreach Service 12 – 18 year olds

Specialist Employability Service 14 – 25 year olds

- One to one support
- Group work
- MAIT (Mobile Alcohol Intervention Team)
- User involvement
- Information clinics and stalls / Workshops / Training
- Drop in provision

The posts of Youth and Community Development Worker and Project Worker will specifically work in the Auchmuty area of Glenrothes as Part of the ‘Our Place Auchmuty’ Project. Our Place is a place-based initiative from the Big Lottery Fund that aims to build stronger connections and relationships in communities, empowering local people and organisations to bring about positive and lasting changes in their neighbourhood. The Auchmuty area of Fife is one of 7 areas in Scotland in this phase and the community has been working together since August 2014.

These posts will be responsible for Developing the Youth Auchmuty Project (YAP) with Young people from the area as part of the Our Place initiative, funded by the big lottery from March 2019 to February 2022.

The Vision is that Auchmuty will be a place that local people feel proud of. More people will become involved building on the activity of existing groups. Auchmuty will be a place where people of all ages feel safe and where people

work together with a common purpose to encourage equality of opportunity for all.

**How to apply:-**

Applications should be made on the Clued Up application

Online at:- <http://recruitment.cluedup-project.org.uk/>

**CLOSING DATE: - Monday 28<sup>th</sup> September 12 noon**

Please note that, in the interests of equality, we do not accept Curriculum Vitae (CVs).

**Selection Process**

Short listed candidates will be advised of the interview date. We do not normally advise those who are not being invited for interview.

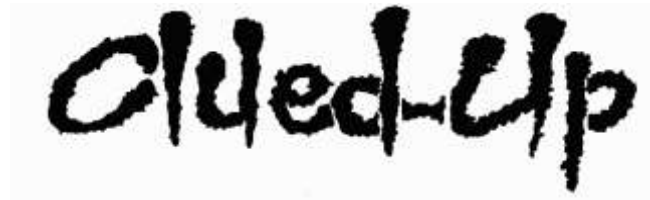
**Information for applicants with disabilities**

If you require it, we will arrange to have the application form made available in other formats such as tape, Braille or large print, but please let us know in plenty of time, as we may need to ask for assistance from other agencies. Please contact us if there is any other assistance you require.

Website. [www.cluedup-project.org.uk](http://www.cluedup-project.org.uk)

Scottish Charity Number: SC 035036  
Company registration number 340206

**THANK YOU FOR THE INTEREST YOU HAVE SHOWN IN  
WORKING WITH CLUED UP**



## JOB PROFILE

### *Job details*

- **Service** Clued Up Project
- **Location** The Bunker, 441 High Street Kirkcaldy
- **Job Title** Youth and Community Development Worker
- **Responsible to** Team Leader
- **Hours of work** 36 hours per week
- **Special Conditions:** Hours will include evenings and some Weekends. Local travel.
- **Grade and salary** CU07 point 22- 25 £25,980 to £29,678

### Purpose of job

The post holder will be responsible for setting up and running the Youth Auchmuty Project (YAP) with Young People who live in Auchmuty and the surrounding area.

### Duties and Responsibilities

#### **Face to face work with young people.**

- Make and develop open, honest and trusting relationships with young people by meeting them on their own terms.
- Identify their assets, needs, opportunities, rights and responsibilities.
- Plan with Young People what they want to achieve and take appropriate action by setting up and sustaining a steering group of Young People to develop activities/clubs/programmes etc. with and for young people from the area.
- Devise strategies for sustaining the project beyond the 3 year funding agreement.
- Help the Steering Group become a Social Enterprise with the view of generating income to sustain the activities/clubs/programmes etc. they develop and set up.

- Develop with Young People activities and services to generate aspiration and confidence.
- Respect confidentiality within established boundaries both with young people, support staff, partners, teachers etc.
- Encourage and facilitate progression for young people into a range of employment, training/education and leisure opportunities.
- Work on an outreach basis.
- Promote effective involvement of young people in decision-making processes not just within the steering group but with other partners and services.
- Work within the GIRFEC Framework.
- Ensuring Young People have an equal voice and are treated like an equal partner in the Our Place Auchmuty Initiative.
- Work with young people using a participatory budgeting model.

### **Contacts and relationships.**

- Liaise with other professionals and agencies in assisting individuals toward goals.
- Establish and maintain good working relationships with the Project Staff Team, agencies/services/organisations/community members from the area.
- To be involved in Staff Meetings and other Partnership Meetings and be willing to undergo any appropriate training.
- Set up and manage an advisory group to the Young Persons steering group,
- Network and build relationship with organisations and those in direct partnership with this initiative.
- Act as the link between the community and a range of other local authority and voluntary sector providers, such as the police, social workers and teachers.
- Work with the partners involved to develop appropriate information sharing protocols.
- Participate, at local level, in multi-agency initiatives, events or working-groups, where issues about young people, are a concern.
- Build appropriate partnerships to assist Young People to achieve their goals and advocate for the Young Persons voice within those partnerships.
- Assist Young People to gather the views of their peers.
- Use social media to help young people participate, evaluate their work and communicate with each other,

**Other Duties**

- To support the Project in keeping with its aims and philosophies, in conjunction with other team members to facilitate and develop new initiatives to meet individual and community need.
- Keep appropriate records and keep in line with Clued Up's Client Management system and paper work procedures.
- In conjunction with Clued Up, implement the evaluation and monitoring Framework and use the FORT system for recording Data and client files.
- Provide a range of reports for Service Manager/Team Leader, as required within predetermined timescales.
- Work within Clued Up's policies and guidelines.
- To be willing to work as and when directed by the Management.
- Work to the targets and outcomes set out by the funding agreement and preparing reports.
- Devise a range of strategies to engage hard to reach young people.
- Support and supervise students/volunteers when required.
- Raising and managing funds.
- Overseeing the management of a limited budget.
- Encouraging participation in activities.
- Challenging inappropriate behaviour.
- General administrative duties
- mediating in matters of conflict

**Special Conditions/Requirements**

- It is a requirement that the jobholder will work outwith normal working hours and/or during weekends.
- The jobholder may be required to perform duties appropriate to the job other than those given in the Job Profile without changing the overall purpose of the job.

**Continued Professional Development**

- Reflect on and evaluate one's own values, priorities and effectiveness and synthesise new knowledge into practice.
- Maintain and record Continued Professional Development.

**Other Information**

Before confirming appointment, you will be required to obtain Protection of Vulnerable Groups (PVG) scheme membership through Disclosure Scotland and become a member of the relevant PVG scheme.

**CLUED UP PROJECT – YOUTH AND COMMUNITY DEVELOPMENT  
WORKER  
PERSON SPECIFICATION**

ATTRIBUTES	ESSENTIAL	DESIERABLE	METHOD OF ASSESMENT
Experience	<p>Experience of work with young people Experience of issue based and development work. Evidence of reflective practice involving young people. Experience of Community capacity building. Experience of working within communities with Young People. An understanding of setting up social enterprises and supporting young to generate income. Experience of participatory budgeting.</p>	<p>A sound understanding of work within a statutory and voluntary sector.</p>	<p>Application and interview</p> <p>Application and Interview</p>
Education, qualifications and training	<p>Degree in Community Education and equivalent experience.</p>	<p>First Aid Certificate MIDAS certificate</p>	
Skills abilities and knowledge	<p>The ability to set up and manage a young persons steering group A proven ability to develop innovative ideas and ways of engaging with hard to reach young people. A proven ability to work within a holistic team A proven ability to work using own initiative. A proven ability to plan and evaluate work programmes centred on young people's needs. An ability to work within the GIRFEC framework.  Ability to maintain existing networks build and develop new ones.  Ability to set up and sustain partnerships.  A proven ability to work to pre-planned targets, deadlines and monitoring of these</p>	<p>Preparation of reports Presentation skills. Knowledge of other issues affecting young people, e.g. mental health, sexual health, numeracy and literacy. The ability to deal with large volumes of paper work specific to the role, for funders, Manager, Board of Directors and the Government.  The ability to be flexible and responsive to the changing priorities of the young people. Manage workload and diary efficiently and economically</p>	<p>Application and interview</p>
Interpersonal and social skills	<p>Ability to motivate and empower young people to make decisions. Demonstrate the ability to communicate with hard to reach young people on their level. Be able to communicate appropriately with various sectors and communities. Ability to approach individuals and communities in non judgemental manner. Good sense of humour.  Ability to deal with conflict and challenging behaviour.</p>		<p>Application and Interview</p>
Health and physical attributes	<p>Ability to gain trust of young people. Self motivated, enthusiastic and offering a high degree of professional commitment. Ability to carry out the duties of the post effectively.</p>		