

**Purpose:**

**You will work with professionalism, skill, and integrity throughout the core youth work provision to support the holistic development and flourishing of young people in Hot Chocolate Trust (HCT). You will have a particular focus to develop the activist energies and opportunities for HCT's young people.**

**Core youth work**

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To play a full part in the breadth of core youth work activity, in order to build relationships and provide person centred and holistic support to young people. Including:

- 3 open sessions per week (including leading and co-leading regularly)
- 1-1 support (50 per year)
- Facebook (checking the HC page daily)
- Youth work follow-up in sessions, 1-1s, on Facebook, etc.
- Groups and projects (as relevant), including programmes in school holidays
- Residentials (2-4 per year, including leading and co-leading as relevant)
- Fully engage with the Youth Work Planning Meeting and regular support and supervision sessions with the Senior Youth Worker

To work in accordance with appropriate HCT policies and procedures, including Care and Protection, health and safety, equal opportunities, employment and volunteering, data protection, and procedures related to youth work practice.

**Youth Team**

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To be responsible for leading, reviewing and developing the Youth Team, HCT's supported and accredited volunteering programme for young people. This will include:

- Recruiting and supporting 15 young people per year
- Recruiting and supporting HCT volunteers, as appropriate
- Developing youth work ideas/materials/resources
- Managing positive beginnings, endings and celebrating successes (ie communication, goal setting, inductions, certificates, awards, references, accreditation)

**Activism**

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To develop, with young people on a quarterly basis, a range of activist opportunities including:

- Volunteering (within HCT and externally)
- Fundraising
- Campaigning
- Developing Hot Chocolate's young people forum (where young people make decisions and take responsibility for the development of HCT)

To work to recognise, reflect with, celebrate and accredit young people around all the above activities.

**Project management**

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- To keep an outcomes focus when planning, undertaking, reflecting on and reporting on youth work, and record all youth work engagements promptly in the HCT Outcomes Database
- To manage small budgets as relevant
- To provide quarterly activity/outcome reports for the Assistant Director (and Board where appropriate)

**General tasks**

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- To participate in regular team meetings and processes (e.g. weekly vision & business meetings; team away days; team residentials)
- To assist in general duties as required.

<b>Professional Qualification/Experience</b>	Essential	Desirable
<p><b>Either</b> A qualification in Youth Work/Community Learning &amp; Development or equivalent.</p> <p><b>Or</b> A willingness to undertake a qualification in Youth Work/Community Learning &amp; Development as part of the job.</p>	✓	

<b>Job Experience</b>	Essential	Desirable
Significant experience of working with socially marginalised young people	✓	
Significant experience of providing holistic, collaborative one-to-one support with young people	✓	
Significant experience of supporting young people with complex or care and protection needs	✓	
Experience of monitoring and evaluation	✓	
Experience of working with young volunteers		✓
Experience of planning and leading Open Sessions (open, drop-in based youth work)		✓

<b>Knowledge</b>	Essential	Desirable
<i>Out of this experience you will show knowledge of:</i>		
Young people's experiences, including the barriers or risks they face and the aspirations they carry	✓	
Creative approaches which meet these opportunities and challenges	✓	
The range of accreditation options available for young people	✓	
The policy and legislative context such as GIRFEC and the Children and Young People (Scotland) Act		✓

Skills	Essential	Desirable
Strong interpersonal and communication skills	✓	
Strong organizational, planning & self-management skills	✓	
Ability to handle confidential information appropriately	✓	

Qualities/attributes	Essential	Desirable
Commitment to good practice and policy in youth work e.g. child protection, health and safety etc	✓	
Commitment to social justice and activism.	✓	
Ability to work unsupervised and with initiative, enthusiasm, and adaptability	✓	
Commitment to supportive, collaborative team working	✓	
A passion for the values and approaches of Hot Chocolate Trust	✓	
A sympathy for the Christian ethos and approach of Hot Chocolate Trust	✓	
Enhanced disclosure through membership of the PVG Scheme	✓	

**Remuneration and terms:**

The post is full-time (37.5 hours per week) and the contract will be for a fixed term of three years with salary in the range £20,929 – 23,220 for a professionally qualified youth worker. If you are not qualified but can demonstrate your youth work abilities and experience we will welcome your application as a trainee youth worker. In these circumstances we will agree with you a lower salary alongside appropriate, paid-for training.

Hot Chocolate Trust is subject to pensions automatic enrolment legislation and pays pension contributions of 10% of salary while employees pay 3.75% of salary which is subject to tax relief.

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