



## **Job Description and Person Specification**

<b>POST TITLE:</b>	<b>Youth Volunteering Development Worker</b>
<b>RESPONSIBLE TO:</b>	Dundee Volunteer and Voluntary Action (DVVA) Communities Manager through the Volunteering and Community Engagement Coordinator
<b>DURATION:</b>	Fixed term, until July 2023, and is subject to an initial 6 months probationary period
<b>HOURS:</b>	35 hours per week, to be worked in accordance with DVVA Conditions of Service
<b>SALARY:</b>	Grade 3: £21,330- £23,700

### **PURPOSE OF POST**

This Youth Volunteering Development Worker post is focused on raising awareness of youth volunteering, supporting organisations to develop good practice in managing young volunteers and inspiring young people to get involved in volunteering. This post will build on previous intergenerational volunteer befriending work within care homes (Flashback project), diversify its volunteer-involving activities and expand it to other settings. The post holder will work closely with a range of organisations, including schools, to develop more volunteering opportunities for young people and to provide them with support and training for their own volunteering projects.

This post is funded by Young Start, a grants programme run by The National Lottery Community Fund, which is the non-lottery funding operation of the Big Lottery Fund and which is distributing money from dormant bank accounts. Young Start aims to create opportunities for Scotland's children and young people aged eight to 24 to help them realise their full potential.

### **MAIN WORKING CONTACTS**

Internal: Communities and Community Hubs Programmes colleagues, other DVVA colleagues, Youth Ambassadors and volunteers.

External: Staff and volunteers of Third Sector organisations, schools, college and universities. These will include but are not limited to voluntary organisations, youth support groups, Dundee City Council Youth Work and CLD Youth Work Teams, care home workers and residents, older people support services, Dundee Leisure and

Culture, Dundee schools, D&A College, Abertay University and University of Dundee, VAS Youth Volunteering, Volunteer Scotland.

### **MAIN RESPONSIBILITIES:**

- Inspire and support young people to get involved in volunteering and motivate them to remain engaged
- In consultation with stakeholders, increase the volunteering opportunities offer to young people, to help them build their skills, confidence and improve their employability prospects
- Engage with young people to promote youth volunteering opportunities in general, and recruit and coordinate Flashback volunteers
- Work with DVVA colleagues from the Community Hubs Programmes in providing support to DVVA Youth Ambassadors
- Promote good practice and build capacity of organisations engaging young people as volunteers
- Revisit and promote further the Youth Friendly Volunteering Charter, which was created in co-production with youth involving organisations

### **KEY DUTIES**

- Identify and develop new youth volunteering opportunities and Saltire Challenge Awards with volunteer involving organisations in health and social care or community settings
- In collaboration with DVVA Youth Ambassadors and in consultation with stakeholders, plan and organise "Flashback events". These are one-off or regular events that offer young people the opportunity to get involved in intergenerational volunteering opportunities
- Promote youth volunteering, its benefits and different ways to get involved through digital media, presentations, information sessions and other outreach activities
- Identify, design, facilitate or host training/awareness sessions to fill knowledge gaps amongst volunteers and/or youth involving organisations, providing upskilling opportunities for young people and guidance on best practice on volunteer management for organisations
- Work with schools and other youth groups across Dundee to provide them with support and training (Dementia Friendly, for instance) to strengthen their own intergenerational and volunteering projects

- Work to meet project outcomes and undertake reporting, monitoring and evaluation of the project

## **GENERAL DUTIES**

- Be committed to and promote the work of DVVA and Dundee's Third Sector Interface (TSI). Practice and promote team and partnership working
- Work in accordance with DVVA's policies and procedures
- Identify any areas of risk and advise on improvements
- Undertake personal and professional development as required by the role

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

## **CONDITIONS OF SERVICE**

- These are set out in the DVVA staff handbook.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

**ANNUAL LEAVE:** 21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown.

**LOCATION:** Initially, the post holder may be required to work from home due to Covid-19 restrictions. There may be an option for the post to be a blend of home and office working in future. Our main office is based in Dundee city centre and we have community locations in Lochee and Whitfield.

### Person Specification

Requirement	Essential	Desirable	Assessment Method
Education	<ul style="list-style-type: none"> <li>• SVQ Youth Work/Care or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• CLD Qualification</li> </ul>	Application form
Knowledge	<ul style="list-style-type: none"> <li>• Volunteering and the Third Sector</li> <li>• Best practice in Volunteer Management</li> <li>• Awareness of youth volunteering issues</li> <li>• Intergenerational work</li> <li>• People-led and asset-based approach</li> </ul>	<ul style="list-style-type: none"> <li>• Care home settings</li> <li>• Third sector funding</li> <li>• Curriculum for Excellence</li> <li>• Saltire Awards Scheme</li> </ul>	Application form/ references/interview
Experience:	<ul style="list-style-type: none"> <li>• Working with young people</li> <li>• Community work and community engagement</li> <li>• Creation, delivery/facilitation and evaluation of awareness/information/training sessions</li> <li>• Networking and partnership working</li> <li>• Marketing and promotion</li> <li>• Monitoring and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Working in schools/college/university</li> <li>• Event management</li> <li>• Volunteer recruitment and management</li> </ul>	Application form/ references/interview

	<ul style="list-style-type: none"> <li>• Use of Digital Media to engage with volunteers, stakeholders and communities</li> </ul>		
Skills & Abilities	<ul style="list-style-type: none"> <li>• Building and maintaining relationships with individuals and groups</li> <li>• Organising and managing resources</li> <li>• Ability to plan and implement agreed actions to meet specified outcomes</li> <li>• Ability to work on own initiative and prioritise workload</li> <li>• Ability to motivate others</li> <li>• Ability to research, identify and develop volunteering opportunities</li> <li>• Strong ICT skills and competency in Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluating and informing practice</li> <li>• Digital volunteer recruitment, engagement and collaboration</li> </ul>	Application form/ references/interview

Personal Attributes	<ul style="list-style-type: none"><li>• Committed to equality, diversity and inclusion</li><li>• Team player</li><li>• Creative</li><li>• Reliable</li><li>• Confident communicator</li><li>• Highly motivated</li></ul>		References/interview
Additional job-related requirements	<ul style="list-style-type: none"><li>• Flexible working, which may include evening and occasional weekend work</li><li>• Satisfactory PVG</li></ul>		