

Aberdeen FC Community Trust Job Description

Name:	
Job Title:	Education & Communities Officer
Line Manager:	Team Lead – Education
Line Manager for:	N/A
Date Started:	
Overall Purpose of Job:	
<p>The role will involve leading the planning, delivery and evaluation of Education and Youth Work projects in Primary/Secondary Schools in Aberdeenshire/Aberdeen City.</p> <p>The Education & Communities Officer will lead Education and Youth Work intervention at designated School(s) in the form of an alternative delivery of the curriculum, in partnership with Local Authorities and relevant stakeholders.</p> <p>The successful candidate will also work in non-term time activities by supporting holiday programmes providing extra support to young people in the community.</p> <p>As a member of the Community staff the role will include contributing to the planning, delivery and development of community initiatives outlined by your Line Manager.</p> <p>Providing periodic cover in other schools/programmes as required.</p>	
Main Responsibilities/Description of Duties:	
<ul style="list-style-type: none"> ▪ Plan, deliver and evaluate designated project(s) ▪ Develop further resources and content to support the delivery of health and wellbeing interventions. ▪ Remove barriers and build trust with young people using youth work approaches. ▪ Provide mentoring support on a 1 to 1 basis with targeted young people. ▪ Plan, implement and evaluate other AFC Community Trust programmes and initiatives as detailed by your Line Manager ▪ To develop, as appropriate, the public profile of the key partners and foster good relationships with other partners, government, statutory, voluntary and private bodies, Schools, Head Teachers and other external stakeholders. ▪ To assist in the development of a consistently high quality of service delivery across all areas of AFC Community Trust ▪ To assist in developing opportunities for income generation where appropriate ▪ To actively support and positively respond to supervisory direction and guidance. ▪ Deliver first class customer service whilst meeting relevant policies and business objectives. ▪ To take all reasonable care and attention for the health and safety of yourself and other employees and members of the local community who may be affected by relevant activities. ▪ To have knowledge of relevant policies and examples of best practice 	

Person Specification: Experience/Qualifications/Training/Personal Qualities

- Essential:**
- Knowledge and experience of working within an Education / Youth Work / Community Development setting.
 - Experience in development and delivery of community programmes
 - Previous experience of partnership/multi-agency working
 - Able to demonstrate a commitment to, and enthusiasm for, working with a wide variety of groups and individuals
 - Experience of mentoring young people
 - Excellent communication skills, both verbal and written in a professional environment
 - Understanding of GIRFEC and SHANARRI indicators and how to use them to monitor wellbeing.
 - Proven ability to self-motivate and to manage own workload.
 - Proven ability to work autonomously to meet targets and deadlines.
 - Proven ability to work effectively as part of a team.
 - Computer literate, in particular Word, Excel and PowerPoint and an ability to be administratively self-sufficient

- Desirable:**
- Degree and / or 3 years + quality experience in Community Development / Youth Work / Education / Sports Development or other, related field
- OR
- Experience in developing and delivering bespoke programmes/initiatives.
 - Experience of identifying and achieving relevant KPIs/targets
 - Knowledge of Aberdeen City as a locality
 - Previous membership to PVG scheme
 - First aid training
 - Full Driving licence

Signed by Employee:

Signed by Line Manager:

Date:

Date: