

## Aberdeen FC Community Trust Job Description

<b>Name:</b>	
<b>Job Title:</b>	Education & Communities Officer
<b>Line Manager:</b>	Team Lead – Secondary Education
<b>Line Manager for:</b>	N/A
<b>Date Started:</b>	
<b>Overall Purpose of Job:</b>	
<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 &amp; Communities Officer will lead Education and Youth Work intervention at designated School(s) in the form of an alternative delivery of the curriculum and Mindset, 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>	
<b>Main Responsibilities/Description of Duties:</b>	
<ul style="list-style-type: none"> <li>▪ Plan, deliver and evaluate designated project(s)</li> <li>▪ Develop further resources and content to support the delivery of health and wellbeing interventions.</li> <li>▪ Remove barriers and build trust with young people using youth work approaches.</li> <li>▪ Provide mentoring support on a 1 to 1 basis with targeted young people.</li> <li>▪ Plan, implement and evaluate other AFC Community Trust programmes and initiatives as detailed by your Line Manager</li> <li>▪ 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.</li> <li>▪ To assist in the development of a consistently high quality of service delivery across all areas of AFC Community Trust</li> <li>▪ To assist in developing opportunities for income generation where appropriate</li> <li>▪ To actively support and positively respond to supervisory direction and guidance.</li> <li>▪ Deliver first class customer service whilst meeting relevant policies and business objectives.</li> <li>▪ 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.</li> <li>▪ To have knowledge of relevant policies and examples of best practice</li> </ul>	

**Person Specification: Experience/Qualifications/Training/Personal Qualities**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience of working within an Education / Youth Work / Community Development setting.</li> <li>• Experience in development and delivery of community programmes</li> <li>• Previous experience of partnership/multi-agency working</li> <li>• Able to demonstrate a commitment to, and enthusiasm for, working with a wide variety of groups and individuals</li> <li>• Experience of mentoring young people</li> <li>• Excellent communication skills, both verbal and written in a professional environment</li> <li>• Understanding of GIRFEC and SHANARRI indicators and how to use them to monitor wellbeing.</li> <li>• Proven ability to self-motivate and to manage own workload.</li> <li>• Proven ability to work autonomously to meet targets and deadlines.</li> <li>• Proven ability to work effectively as part of a team.</li> <li>• Computer literate, in particular Word, Excel and PowerPoint and an ability to be administratively self-sufficient</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Degree and / or 3 years + quality experience in Community Development / Youth Work / Education / Sports Development or other, related field</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Experience in developing and delivering bespoke programmes/initiatives.</li> <li>• Experience of identifying and achieving relevant KPIs/targets</li> <li>• Knowledge of Aberdeen City as a locality</li> <li>• Previous membership to PVG scheme</li> <li>• First aid training</li> <li>• Full Driving licence</li> </ul>
<p><b>Signed by Employee:</b></p>	<p><b>Signed by Line Manager:</b></p>
<p><b>Date:</b></p>	<p><b>Date:</b></p>