**How To Apply**

Dear Applicant,

Thank you for requesting information about the post of *Development Officer* at **LANDED** **Peer Education Service.**

Please read the above documents carefully for full details on the post. To apply, please complete the application form and:

* Return via email to **alayna@landed.info**

May I also encourage you to visit our website:[**www.landed.info**](http://www.landed.info) for more information on our organisation and the work we do.

You are welcome to arrange an informal meeting with us to discuss the role and meet the team before applying.

If you have any questions about the above position, please do not hesitate to contact me on **01698 269872**.

**-The closing date for applications to this post is midnight on Monday the 26th of June 2023.**

**-****Shortlisting will take place on Tuesday the 27th of June, and successful applicants will be invited to interview.**

**-Interviews will take place on Thursday the 6th & Friday the 7th of July 2023.**

Thank you for your interest in LANDED Peer Education Service. I very much look forward to hearing from you.

Yours truly,



Jacqui Flanagan

*Service Manager*

**LANDED Peer Education Service**

****

**PEER EDUCATION SERVICE**

|  |  |
| --- | --- |
| **Job Title**: | **DEVELOPMENT OFFICER** |
| **Salary:****Term of Contract:** | £25914 - £28384This post is advertised as a 1-year fixed-term post.Future employment will be dependent upon securing additional funding. |
| **Line Management:** | Senior Development Officer / Service Manager |
| **Location:** | 3A King St. Wishaw. ML2 8BS |
| **Responsible to:** | LANDED Management Committee |
| **Job Summary:** | To design, develop and facilitate a range of activities that raise awareness of risk-taking behaviours among young people using a harm-reduction approach. This post will focus on the topics of; drugs, alcohol, tobacco, vaping, sexual health and relationships.  |
| **Organisational Profile****LANDED** is a Lanarkshire-based charity that raises awareness of youth health issues to encourage young people to take responsibility for their own health and well-being. There are four distinct strands to our work: Supporting young people to become efficient peer educators, raising awareness of health issues among young people attending groups in the community, increasing the knowledge, understanding and capacity of staff members through staff training delivery, and resource development – developing resources to support workshop and training delivery. **Duties and Responsibilities:*** To develop, design and deliver training programmes/activities for young people aimed at increasing their awareness of the risks and consequences of risk-taking behaviours
* To remain up-to-date with current and emerging information and trends in relation to the topics covered
* To respond to reactive requests from groups within the community for awareness-raising workshops
* To design, deliver and produce educational resources that support workshop delivery
* To facilitate training to staff/ adults who work with young people within a variety of settings, e.g. schools, youth work, training agencies.
* To undertake monitoring and evaluation of all work
* To keep up to date with current policy and practice in relation to youth work, education and health
* To develop and maintain project plans, files, records, and reports
* To develop engaging content for our social media and website
* To support the LANDED volunteer training programme
* To engage and build relationships with LANDED volunteers
* To be responsible for the organisation and delivery of your own workload, diary and time-management
* Participate in staff meetings, events, and activities
* To identify future development opportunities
* To undertake any other duties and responsibilities as identified through the development of the service

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the employee in this role. |
| **Hours of Work:**37 hours per week. Regular evening and occasional weekend work will be required. Extra time worked will be taken as time off in lieu (TOIL), negotiated in supervision.**PLEASE NOTE:** * The successful candidate must hold a qualification in a related field, for example BA Community Development and relevant experience working with young people in a community setting
* PDA Youth Work, HNC Working With Communities or a similar discipline, will be considered with 5+ years of relevant experience working with young people in a community setting
* The successful candidate must hold a full clean driving licence and have full access to a car as there is a requirement to be fully mobile throughout Lanarkshire with the ability to transport volunteers and equipment as required
* A PVG check will be conducted on any successful candidate before employment commence

**Person Specification****POST: Development Officer**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Experience and Qualifications** |
| * BA in Community Development or similar discipline
* PDA, HNC or equivalent in Community Education, Youth Work Social Work, Health, or a related field
* Professional attitude and values
* Experience of working with young people
* Experience of working in partnership with other organisations
* A full UK driving licence, and access to a car
 | * Experience of working with vulnerable young people
* Experience in peer education
* Experience of facilitating issue-based youth work e.g., drugs, alcohol, mental health
* Experience of designing and developing training
* Experience of developing engaging content and strategies for social media platforms – Facebook, Twitter & TikTok
* Experience in providing training and/or group facilitation
 |
| **Knowledge and Understanding** |
| * An understanding of best practices in relation to working with young people
* Knowledge and understanding of evaluation and monitoring processes
* An understanding of equal opportunities and non-discriminatory practice
 | * Knowledge of issues that affect young people
* Knowledge of harm reduction approaches
* Knowledge of health and social issues affecting vulnerable young people
 |
| **Skills and Abilities** |
| * Work on own initiative and as part of a team
* Excellent written and verbal communication
* Good organisational and time-management skills
* Computer literate with experience of Microsoft Office packages
* To work flexible hours (including evening and weekend work)
* Ability to work to organisational policies and procedures
 | * Experience of working within the voluntary sector
* Training, facilitation, and groupwork skills with the ability to confidently hold the attention of an audience of young people
* Experience with website development
 |

 |

****

**EQUAL OPPORTUNITIES MONITORING FORM**

LANDED Peer Education Service aims to be an equal opportunities organisation. To monitor the effectiveness of our policy and comply with current legislation we ask that you spare a couple of minutes to fill in the questionnaire. However, you are not obliged to fill it out and we assure you that it will be treated in strictest confidence. It is not attached to your application and will not affect our selection procedure in any way.

Please place an X in the the appropriate boxes:

**ETHNIC ORIGIN**

|  |
| --- |
| I would describe my ethnic origin as: |
| White Scottish  |  | Bangladeshi |  |
| White British |  | Other Asian background |  |
| Irish  |  | Chinese  |  |
| Any other white background |  | Caribbean |  |
| Indian |  | African |  |
| Pakistani |  | Other ethnic background |  |

**Double-click and select ‘checked’ in the appropriate boxes below.**

**GENDER**

I am Male [ ]

Female [ ]

Non-binary [ ]

Other [ ]

Rather not say [ ]

**AGE**

I am 25 and under [ ]

 26-54 [ ]

 55 and over [ ]

**DISABILITY**

Do you consider that you have a disability?

Yes [ ]  No [ ]

****

**Application Form**

|  |  |
| --- | --- |
| Post Applied for:  | Advert seen in:  |

Personal Details

|  |  |  |
| --- | --- | --- |
| Title:  | Forename:  | Surname: |
| Address | Home Tel:  |
| Mobile Tel:  |
| E-mail:  |

Preferred method of contact:

[ ]  Email [ ]  Telephone

Do you hold a current full UK driving licence?

Yes [ ]

No [ ]

Do you have any driving offences?

Yes [ ]

No [ ]

If yes, please give details below, including any points or bans

|  |  |  |
| --- | --- | --- |
| **Date** | **Offence** | **Result (points, ban etc)** |
|  |  |  |
|  |  |  |
|  |  |  |

Do you own your own car?

Yes [ ]

No [ ]

If not, do you have full access to a car?

Yes [ ]

No [ ]

Do you have the right to work in the UK?

Yes [ ]

No [ ]

**Present//Most Recent Employment**

|  |  |  |
| --- | --- | --- |
| Name and address of present/most recent employer:Job Title:  | Dates:  | From: To:  |
| Notice Period: |  |
| Current Salary: |  |

|  |
| --- |
| **Please outline present duties and responsibilities, including any line management responsibilities.** |

**Previous Employment & Voluntary Roles/ Work Placements**

Continue on a separate sheet if necessary. Please state reasons for any career gaps.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s Name and Address** | **Job Title/Responsibilities** | **Dates of Employment****(Most recent first)** | **Reason for leaving** |
|  |  | **From** | **To** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Reason for Application & Statement of Relevant Skills & Experience to Advertised Post.**

|  |
| --- |
| **Using the Person Specification, please state why you have applied for this position, clearly demonstrating your:** 1. **Experience**
 |
| 1. **Knowledge & Understanding**
 |
| 1. **Skills & Qualities**
 |

**Qualifications** *(continue on a separate sheet if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **State name of School, College, University, or other Institution where qualification gained** | **Qualification/Subject** | **Results/ Grade** | **Date Awarded/ Awaited** |
|  |  |  |  |

**Other Relevant Training and Continuous Personal Development (CPD) Attended** (*continue on a separate sheet if necessary)*

|  |
| --- |
|  |

**Additional/Supporting Information** *(continue on a separate sheet if necessary)*

|  |
| --- |
| I**f you wish to provide any additional information in support of your application, please use this box. This can include spare time activities.**  |

**Referees**

|  |
| --- |
| Please provide details of two referees. If you are currently in employment at least one must represent your present employer. Referees will be contacted prior to appointment. |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **State referee’s position or relationship to you:** |  | **State referee’s position or relationship to you:** |  |
| **Tel No:** |  | **Tel No:** |  |
| **e-mail:** |  | **e-mail:** |  |

Declaration (*please read carefully)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I certify that the information contained within this form is true and accurate to the best of my knowledge and belief. I understand that any information that is knowingly withheld, suppressed, deliberately misleading or false may make me liable, if employed, to dismissal.

|  |  |
| --- | --- |
| Please sign (initials and surname only): |  |
| Date:  |  |

 |