



Job Description - Youth Development Co-ordinator

Job Title: Youth Development Co-ordinator

The Society of St Vincent de Paul (Scotland) (SSVP Scotland) is an international organisation of Catholic lay people, men, and women, who practice Christianity by helping those in need on a person-to-person basis. Vincentians show this love, compassion and understanding by giving of themselves – their concern, their friendship, their time, their talents – to help people, regardless of creed, colour, or political belief.

The Society co-operates with other organisations, religious and secular, to achieve its aims. It is ecumenical. The Society is concerned not only with relieving need but also with redressing the situations that caused the need in the first place. If need results from injustice, the Society is concerned that justice shall be achieved.

The Society has been Catholic from its origins. It remains an international Catholic voluntary organisation of lay people, men, and women.

SSVP Scotland's current youth work includes Mini Vinnies (p4-p7) based in Catholic primary schools, Junior Vinnies (S1-S3) and Senior Vinnies (S4-S6) based in Catholic secondary schools, and SSVP 1833 (18 - mid 30's) based in universities and Catholic parishes.

Purpose of Job:

To be responsible for the promotion, development, support for and co-ordination of SSVP Scotland's youth work with SSVP Diocesan Presidents, members, teachers, chaplains, youth workers in schools and youth networks; and to represent SSVP within the relevant education, and youth networks in Scotland.

Responsible to: Office Manger

Key Terms of Employment

- Salary will be in the range £16,120 to £17,160 depending on experience
- Core 20-hour week (excluding lunch) Flexible over 4 or 5 days.
Office hours: Mon. – Thurs.: 10.00-4.45 & Fri. 10.00-3.30
Location in Glasgow National Office, but currently partial office and home working until further notice.
- 25 days paid leave per year plus 10 public holidays pro-rata.
- Contribution to a workplace pension plan of 3% of gross salary
- All new employees undergo a six-month probationary period
- This role will involve significant travel within Scotland, mainly across the Archdiocese of St Andrew's & Edinburgh, Archdiocese of Glasgow, and Diocese of Motherwell, and occasional travel within UK/Europe.
- This role involves a significant amount of working outside of core hours, for which lieu time will be given.
- Car essential
- Full PVG checks will be conducted

Key Responsibilities

- To strengthen SSVP Scotland's support for SSVP Diocesan Presidents, members, teachers, chaplains, and youth workers in their work to promote SSVP Youth groups, through training, direct contact, and resources.
- To develop specific SSVP Scotland education resources for primary and secondary age range and identify gaps and needs for such resources. This will involve maintaining the content of the Youth pages of the SSVP Scotland website, together with relevant social media.
- To prepare and deliver presentations and/or workshops at the request of schools, youth, or chaplaincy groups and SSVP Diocesan Presidents.
- To ensure that schools are aware of SSVP Scotland's work and the educational support and resources we offer.
- To keep up to date with developments within Catholic education and the curriculum and seek opportunities for collaborating with educational professionals.
- To contribute to SSVP Scotland's strategy with innovative ideas for youth.
- To support and take part in SSVP Scotland office team activities and events throughout the year.

The above list is not exhaustive and duties relevant to the post may be required from time to time. Variation may also occur to the duties, responsibilities, and place of work at the request of your line manager without changing the general character of the post.