



Girvan Youth Trust Job Description

Post: Project Supervisor (Hand in Hand Project)

Hours of work: 35hrs per week (evenings and weekends included)

Salary: £28,410 per annum

Location: Based at Z1 Youth Bar, Girvan

Annual Leave: 20 Days Annual Leave, 13 Days Designated Employer Holidays & 1 Birthday Day

Responsible To – Hand in Hand Project Co-ordinator

Job Summary

To lead the team to develop and deliver the “Hand in Hand” peer befriending, mentoring and buddying project for young people aged 11-24 years in the Girvan area, in particular in support of those with Additional Support Needs through both school and youth centre based engagement.

To deliver a total inclusion programme of social opportunities for young people aged 11-24 years residing in the Girvan area, with different levels of personal intellect, potential, skills and family/ social background.

To work in partnership with other agencies and families to provide one to one personal development opportunities for young people with ASN using a person centred approach.

Duties & Responsibilities

- To oversee and provide support to the Youth Workers of Girvan Youth Trust’s Hand in Hand Project.
- Efficiently and effectively develop and deliver the ‘Hand in Hand’ Project.
- To identify and provide training appropriate to the project: for staff, adult volunteers and all young people acting as Buddy’s within the programme.
- To engage with young people in a one-to-one and group setting.
- Facilitate regular team meetings and learning sessions
- To work with individual young people with ASN to develop personalised support plans.
- To provide learning support for young people with ASN
- Work with partners and families including the Girvan cluster schools to provide support, skills development and training opportunities for the young people with ASN to achieve their goals.
- Facilitate regular review meetings to gauge the progression of each young person.

- To identify and provide group activities for the young people with ASN which focus on developing communication and interpersonal skills as well as promoting integration.
- To identify progression routes for young people with ASN to undertake training, volunteering and employment in their wider community.
- To assist the GYT Job Coach in the delivery of DFN Project SEARCH at Culzean Castle & Country Park when required.
- To liaise with and gain knowledge of other local youth initiatives, agencies and services within the area and with voluntary and statutory providers as required.
- Have an ongoing awareness of financial and reporting requirements.
- To attend relevant training/development opportunities.
- To work collaboratively with GYT staff, volunteers, parents/guardians and strategic statutory partners to share good practice and equal opportunities.
- Participate in GYT team meetings, reviews, events and activities.
- To support the delivery of the wider GYT youth work programme
- To ensure that all working policies and practices comply with all current legislation and Health & Safety Regulations.
- To ensure that all working practices adhere to the Girvan Youth Trust policies eg: Confidentiality, Child Protection and Equal Opportunities etc.
- To undertake any other duties and responsibilities as identified through the development of Hand in Hand Project and/or Girvan Youth Trust.

Successful applicants are required to provide a PVG disclosure certificate.