

Youth Work Officer Job Description



Job Description

Post title:	Youth Work Officer
Responsible to:	Youth Work Coordinator
Salary:	£31,400 per annum
Hours:	32 hours per week, Monday to Thursday
Term:	Permanent, subject to continued funding
Location:	Edinburgh. Hybrid combining some remote work with regular in-office collaboration and delivery of projects.

Company Background

Intercultural Youth Scotland (IYS) is a leading youth charity working to empower and support Black and People of Colour (BPoC) children and young people across Scotland. As a national voice for equity, inclusion, and social change, we work to achieve our mission through a robust series of services aimed at supporting the diverse and intersectional needs of young people of colour throughout Scotland.

Our approach to working with children and young people

IYS exists to create safe, supportive and inspiring spaces for young people, shaped by their experiences and ideas. Our work is grounded in community, driven by youth voice, and committed to challenging inequality and building a more just and inclusive Scotland.

We provide a broad range of customised programmes and an exceptional array of supportive measures to help young people connect, collaborate and contribute towards a brighter future for Scotland.

About the Youth Work Programme

IYS began as an organisation that provided creative opportunities to BPoC young people in Scotland and has maintained and developed this programme since then. Our youth work programme delivers targeted, informal learning opportunities designed around the needs and interests of BPoC young people. Through group sessions, workshops, and activities, we support young people to develop life skills, leadership, and resilience. The programme promotes participation, peer support, and personal development, while encouraging young people to have a voice in shaping the activities and decisions that affect them. We prioritise safe, inclusive spaces where young people can explore issues that matter to them, build positive relationships, and feel supported to achieve their goals.

Our weekly youth club **The Block** is open to all young people aged 12-29. The Block is a safe, welcoming, and inclusive youth club that provides young people with a consistent space to socialise, relax, and take part in positive activities. The club offers a mix of structured activity and open-access time, supporting young people to build friendships, confidence, and a sense of belonging. Our team work alongside young people to co-design

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activities, encourage participation, and promote respect, wellbeing, and positive choices within a supportive community environment.

Job Purpose

The Youth Work Officer will lead the delivery and support the development of Intercultural Youth Scotland's (IYS) Youth Work Programme, ensuring it is safe, inclusive, and youth led.

The Youth Work Officer will work closely with the Youth Work Coordinator to help plan, deliver, and evaluate projects that empower BPoC young people to thrive, explore their identities, and take the lead in shaping their own opportunities.

Within this role, you will play an active role in coordinating youth sessions, supporting facilitators and artists, building relationships with partners and young people through outreach work, and ensuring effective administration and monitoring of the programme's impact.

Key Duties and Responsibilities

As the Youth Work Officer, you will support the effective delivery and promotion of IYS's Youth Work Programme. Your core responsibilities will include:

- **Programme delivery:** Designing, facilitating and delivering youth work sessions and projects with the support of the Youth Work Coordinator, ensuring they are engaging, culturally responsive, and meet the needs of BPoC young people.
- **Youth participation:** Encourage and support young people to take an active and leading role in developing, designing, and evaluating youth work projects.
- **Facilitator support:** Work with the Youth Work Coordinator to recruit, contract, and support artists, facilitators, and support workers, ensuring they are equipped to deliver high-quality, inclusive sessions.
- **Partnership working:** Help build and maintain positive relationships with schools, youth organisations, and community partners to widen opportunities and deliver partnership projects in collaboration with partner staff, artists and venues.
- **Programme promotion:** Promote opportunities within the Youth Work Programme to young people and partner organisations. Support engagement to increase young people's awareness of IYS activity and grow participation and engagement in the Youth Work Programme
- **Monitoring and evaluation:** Gather and record attendance, feedback, and other data needed to monitor and evaluate programme outcomes, ensuring information is stored securely and appropriately.
- **Operational support:** Assist with the smooth running of administrative and financial processes, such as session planning, resource management, and facilitator payments.
- **Safeguarding:** Uphold IYS's safeguarding procedures and support the wellbeing of young people during all activities.

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- **Collaboration:** Work collaboratively with other IYS teams to connect young people with wider services and opportunities across the organisation.

This job description is not exhaustive, the post holder may be required to undertake other duties from time to time, commensurate with their role and responsibilities. The job description will be subject to periodic review and may be amended to meet the changing needs of Intercultural Youth Scotland.

Person Specification

Essential criteria

- Knowledge of safeguarding and child protection best practice.
- Youth Work or related qualification.
- Experience of supporting young people and/or facilitating youth projects.
- Experience working with BPoC young people.
- Experience working within a youth, community, or third-sector setting.
- Strong communication and interpersonal skills, with the ability to build positive relationships with young people, colleagues, and partners.
- Organised, reliable, and able to manage multiple priorities.
- Empathy and understanding of the barriers faced by BPoC young people in Scotland.
- Commitment to anti-racism, equality, and youth empowerment.

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Desirable criteria

- Experience providing administrative or coordination support to youth projects.
- Experience working in schools or other community-based settings.
- Experience gathering monitoring and evaluation data.

Working with Children and Young People

Employment is conditional upon successful PVG and safeguarding check.

Diversity and Inclusion

We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered to contribute their unique perspectives and experiences.

We are proud of our diverse and passionate team. We warmly welcome applicants from all backgrounds who share our values and our commitment to making a positive difference in the lives of young people.

Place of Work

Our office is based at Palmerston Place, Edinburgh with excellent transport links, and an 8-minute walk to Haymarket train station.

This role requires regular access and engagement with youth, stakeholders and staff at our Edinburgh office.

As part of this role, you will be required to attend schools and other delivery locations to support programme delivery and stakeholder engagement.

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Some travel within Scotland may be required. Travel expenses will be reimbursed in line with our policy.

Hours of Work

Within this role, you will work 32 hours per week, Monday to Thursday.

Tuesday and Thursday you will work 12 – 8pm, to lead activity at our youth work sessions, supported by the Youth Work Coordinator

What we offer

- The opportunity to make a real difference to young people's lives
- Intercultural Youth Scotland operates with a 4-day week, which means that we consider a 32-hour work week to be full-time.
- We offer 29 days paid leave per year (inclusive of public holidays), which equates to 7.25 weeks.
- Access to Employee Assistance provision in place
- TOIL is provided for work undertaken over normal contracted hours.

How to Apply:

If you are interested in being considered for this role, please send your CV and a covering letter outlining your interest and suitability for the role to Sadia Hussain-Savuk (sadiah@interculturalyouthscotland.org) by **27 March 2026**.

Interviews are scheduled to take place on 2 and 3 April 2026.