

**Job Pack**

**Foyer Futures Youth Coordinator**

## **About Aberdeen Foyer**

The Foyer’s vision is for everyone to have a safe place to call home and what they need to thrive. We seek to prevent poverty and youth homelessness. We do this by supporting young people and adults across North East Scotland **discover and use their strengths to live, learn and work shaping their own positive futures.** We offer joined up support for people to make real and lasting change in their lives by:

* providing young people who are homeless or at risk a safe place to stay
* supporting people who are unemployed to learn new skills and move into work
* engaging people through education and learning opportunities
* supporting positive mental health and wellbeing

**About Foyer Futures**

Every young person has hidden talents, skills, interests, hopes and aspirations for the future. At Foyer Futures we help young people to think creatively about the lives they want for themselves, removing barriers to progress and developing the skills they need for creating their own positive future.

We engage and support young people, using practical youth centered approaches and tools, working one to one with them, taking time to listen, build relationships and encourage and motivate their aspirations and engagement with training and learning opportunities.

**About the Role**

As coordinator at Foyer Futures, you will work alongside the Team Leader providing a vital role in supporting and line managing a small number of Development Coaches working across a variety of contracts plus managing a caseload working directly with young people and making a difference to their lives.

You will support the Team Leader in day-to-day operations including contract management, ensuring resources are in place and young people have what they need to succeed. You will support the collection of data, recording and reporting for funders and partner agencies and represent the Foyer as appropriate.

A key aspect of the role will be working in partnership with the Fitlike Hubs service across Aberdeen, collaborating with partners from a variety of public and third sector services to provide support for family wellbeing. You will be responsible for line managing a small team, receive and assess referrals and manage your team’s caseload.

**About you**

The role offers a great opportunity for someone who is looking to progress their career, possibly take a step up into management whilst retaining frontline delivery. This role requires someone who loves to build relationships based on honesty, compassion and trust.

We are seeking an excellent communicator, someone who is comfortable in multi-agency settings, able to communicate with young people and their families, as well as providing clarity for their own team through great line management. Collaboration and a flexible mindset is essential to this role, supporting partnership working and the Team Leader to nurture positive teamwork across the wider Foyer Futures team.

We are looking for someone who is motivated, organised and comfortable working autonomously and being part of the wider team. You will be solutions focused and most of all, you will be passionate about believing in young people, seeing their potential and investing in them to achieve their goals.

## **Benefits of Working at the Foyer**

We offer 20 days annual leave plus 12 public holidays rising to a cumulative 37 days with continued service and a contributary company pension. We consider flexible working for most roles which means many of our employees enjoy the freedom of choosing a working pattern that suits them as much as it suits the Foyer.

We are very proud to be both a Living Wage and a Disability Confident accredited employer. We value our employee’s wellbeing and offer a Cycle to Work scheme, a monthly Wellbeing Hour and a confidential Employee Assistance Programme which is open to employees and their friends and family.

We value curiosity and all posts will have access to training and learning opportunities including, where relevant, trauma informed practice, boundaries and solution focused practice. Where appropriate mentoring and coaching may also be available.

**Recruitment Process**

**To apply,** please submit your CV along with an accompanying cover letter that gives us a fuller understanding of what interests you about this position and how your experience and skills link to the role to: Recruitment@aberdeenfoyer.com

Our people are our greatest assets. #TeamFoyer provide a safe space for our employees, where everyone can be themselves and feel comfortable bringing their whole self to work.

The Foyer embraces and celebrates diversity and equal opportunity for all. We want to find the best people for the job, ensuring inclusion, diversity and difference is always at the very heart of what we do. We recognise the value a diverse workforce brings to the way we work and the difference we make to the people we support. We are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, colour, age, national origin, disability, religion or belief and socio-economic status, protected veteran status, or other characteristics in accordance with the relevant governing laws and because we want to.

For those who are suitably qualified, and care experienced, we offer guaranteed interviews.

This role is subject to holding appropriate PVG Registration and will require a disclosure check which we will arrange with you if successful.

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| Application Closing Date: | **5pm Monday 7th February** | Submit your CV and Covering letter to**recruitment@aberdeenfoyer.com** |

For more information and/or to discuss the role in more detail, please contact **Beth Finnigan, Foyer Futures Team Leader** by emailing her at**beth.finnigan@aberdeenfoyer.com**