# Job Description

Responsible to: Deputy Director

Salary: £33,000

Hours: 32 hours per week

Term: Fixed term initially until 31st March 2026

Location: Hybrid, combining remote work with regular in-office collaboration

**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**

We exist 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. IYS is dedicated to offering BPoC young people safe spaces to develop interpersonal skills, share and learn about identity and nurture leadership development. The Youth Work programme currently consists of the following projects:-

Our weekly youth club **The Block** is open to all young people aged 12-22. We encourage our YP to connect and share lived experiences, explore their different creative outlets and boost them to take these skills further, we often showcase their talents in performances, gigs and social media content.

**Truth Love Culture (TLC)** is our weekly space open to all non-binary and female identifying young people aged 12-22. We offer this space in our own building and in schools. Hosting discussions on social issues and open conversation around taboo subjects, TLC also supports young BPoC women and non-binary people through the Duke of Edinburgh Award.

**Block Beats** is Scotland’s first BPoC youth-led studio, providing a creative space where young people can work one-to-one with a producer to develop beats tailored to their individual sound. The studio is open to artists of all levels, offering opportunities to record and create—whether they are experienced performers or stepping into the booth for the first time. From rap and poetry to podcasting and singing, the programme supports a wide range of musical and vocal expression, helping participants produce original and exciting work.

**Job Purpose**

To lead and coordinate Intercultural Youth Scotland’s Youth Work Programme, ensuring the delivery of high-quality, culturally responsive, and youth-led projects that empower Black and People of Colour (BPoC) young people across Scotland. The postholder will be responsible for the strategic development, day-to-day management, and continuous improvement of the programme—working closely with young people, staff, artists, and partners to create safe, creative, and supportive spaces for personal growth, identity exploration, and leadership development.

**Key Duties and Responsibilities**As the Youth Work Coordinator, you will be responsible for leading, managing, and developing the effective delivery and promotion of Intercultural Youth Scotland’s Youth Work Programme. Your core responsibilities will include:

* Coordinating the smooth and safe running of youth work projects, ensuring they are impactful, inclusive, and youth-led.
* Leading the development and delivery of new youth-led activities and programmatic offerings in partnership with young people and stakeholders, ensuring young people’s ideas and needs shape the programme.
* Managing and supporting Youth Work Officers and freelance facilitators involved in programme delivery.
* Overseeing the planning, budgeting, and evaluation of all youth work activity.
* Assisting with monitoring , evaluating and reporting on all activities and programmes delivered.
* Promoting the Youth Work Programme to schools, youth organisations, and community partners to widen access and participation.
* Building and maintaining strategic partnerships that strengthen programme reach and effectiveness.
* Appointing artists, facilitators, creative practitioners and support workers with the appropriate cultural awareness and skills to support BPoC young people.
* Acting as the safeguarding lead for the programme, ensuring the wellbeing and safety of all participants.
* Collaborating with internal teams to connect young people with wider IYS services and opportunities.
* Participating in external forums, events and workshops.

*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**

* Experience of working directly with young people, from a range of backgrounds and in different settings,
* Experience of mentoring young people one to one,
* Strong facilitation and relationship-building skills,
* At least 2 years’ experience managing youth-focused or education-based projects,
* Practical skills in youth work in minimum 3 of the following:

- Games/Sport/Physical Activity

- Creative Arts/Drama/Music

- Digital

- Life Skills/Employability

- Youth Voice/Youth Participation/Young Leaders

- Issue based youth work/Drugs/Sexual Health/ Homelessness/Young Offenders

* Experience of evaluating youth work sessions and programmes, including capturing monitoring information, recording registers and updating databases,
* Proven ability in planning, budgeting, and impact reporting,
* Experience reporting to funders and external partners,
* Strong verbal and written communication and advocacy skills, with the ability to build trust,
* Experience delivering skills development and youth projects as a facilitator or project lead,
* Commitment to anti-racism, inclusion, and youth empowerment,
* Experience of line management and staff supervision experience,
* Knowledge and understanding of the challenges and barriers young people face in society today

**Desirable criteria**

* Experience working in or with schools, particularly in a pastoral, support, or co-production capacity.
* Experience working in or with a nonprofit or third-sector organisation
* Youth Work qualification.

**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.

We operate a hybrid working model, combining remote work with regular in-office collaboration. This role particularly 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.

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

**What we offer**

* 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 Garvin Sealy, Interim Executive Director: Garvin@interculturalyouthscotland.org

Should you have any questions in relation to this role please contact Garvin Sealy (Garvin@interculturalyouthscotland.org)

**Closing Date:** 1 August 2025