



## **THE JUNCTION-Young People, Health & Wellbeing**

### **JOB DESCRIPTION**

<b>POST</b>	Time to Shine Leader
<b>BASE</b>	The Junction, 82-86 Great Junction Street
<b>HOURS</b>	Full Time, 35 hours, Flexible including evenings & weekends
<b>MANAGEMENT</b>	Responsible to Office Manager. Accountable to Board of Trustees
<b>SALARY</b>	Living Wage

### **PURPOSE OF JOB**

The Junction has an exciting opportunity to apply for a leader as part of Rank's Time to Shine programme. We are looking for an innovative individual to support our application and help us secure funding for this unique opportunity. If successful, The Junction will house the leader for one year, providing development opportunities and meaningful experience.

The role will take The Junction lead on working alongside external evaluators- 'Keep Your Shoes Dirty' in creating a fit for purpose evaluation suite for The Junction Award winning services.

### **REPORTING RELATIONSHIPS**

The post-holder will work as part of the Junction staff team. They will report to The Junction Board of Trustees & funders via the Office Manager. Disclosure Scotland checked.

## KEY TASK AREAS:

- To work within the parameters of “The Junction’s” agreed policies. Promoting the ethos and objectives of the centre and the services it runs.
- To take the Junction lead role in working alongside the evaluators, Junction team and Junction Youth Advisors in :
  - \*Reviewing current evaluation tools
  - \*Identifying gaps
  - \*Designing a fit for purpose evaluation suite
- Contributing to the collection of relevant data and creating visuals and other materials around this
- To support the Office Manager in both front and back office functions as capacity allows
- To take part in local events: representing and publicising The Junction’s evaluation story
- To network and build relationships with local businesses, charities and schools as part of The Junction’s community engagement
- To design leaflets and advertising materials relevant to The Junction’s evaluation
- Prepare for and attend regular support/supervision meetings with the Junction Office Manager and attend appropriate training as identified, negotiated with the Junction Office Manager

**PERSON SPECIFICATION FOR POST OF: Time to Shine Leader**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>- Any formal qualification gained from school, college or university</li> </ul>	<ul style="list-style-type: none"> <li>- Qualification relevant to The Junction or the job description e.g administration, research, communication, marketing, design, health or social science</li> <li>- Evidence of ongoing professional development</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>- Participation in areas relevant to the job description</li> <li>- Experience working in a team</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in third sector</li> <li>- Evidence of fundraising initiatives</li> <li>- Experience in similar role</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>- Competence in using internet, IT and email systems</li> <li>- Excellent computer skills including experience of Microsoft Word, Excel and PowerPoint</li> <li>- Awareness of inequalities</li> <li>- Team work</li> <li>- Excellent verbal &amp; written communication skills</li> <li>- Ability to innovate &amp; create new ideas</li> </ul>	<ul style="list-style-type: none"> <li>- Sound understanding of issues affecting young people</li> <li>- Experience using Publisher and producing advertising materials</li> <li>- Experience organising events or representing organisations at events</li> </ul>
<b>PERSONAL QUALITIES AND SKILLS</b>	<ul style="list-style-type: none"> <li>- Enthusiastic &amp; well motivated</li> <li>- Effective communicator with people of all ages &amp; backgrounds</li> <li>- Committed &amp; open to challenge</li> <li>- Flexible, Dynamic, Innovative &amp; resourceful</li> <li>- Ability to work using own initiative &amp; as part of a team</li> <li>- Committed to working to the Junction's values and ethos</li> </ul>	