



## SMP Vacancy Youth Officer (temporary)

### About Scotland Malawi Partnership

The Scotland Malawi Partnership (SMP) is an independent umbrella organisation which exists to inspire the people and organisations of Scotland to be involved with Malawi in an informed, coordinated and effective way for the benefit of both nations. We do this by providing a forum where ideas, activities and information can be shared on our website, through our online mapping tool and through regular workshops, training events and stakeholder meetings. By creating a single space for all the organisations and individuals in Scotland currently engaged with Malawi to come together, we help reduce duplication of effort, add value to Scotland's historic civil society relationship with Malawi, and contribute towards poverty alleviation in Malawi.

We have over 1,100 members, all of whom have their own Malawi work/connections, including over 230 Scottish schools and 400 youth members. This short-term role will be supporting these particular members during a key time in the year, whilst raising the profile of Scotland-Malawi links and support for Scotland's Year of Young People 2018.

For more information on the SMP and our mission, values and work, please visit [www.scotland-malawipartnership.org](http://www.scotland-malawipartnership.org)

### **About the role**

Responsible to: Member Services Manager

**Purpose of role: To manage the SMP's Youth Congress and launch of the Scotland Malawi Partnership's contribution to Scotland's Year of Young People (YOYP) 2018.**

Following the success of our 2016 Youth Congress, where over 350 secondary students from across Scotland came together in Edinburgh to celebrate their Malawi links, develop skills and pledge actions, the Scotland Malawi Partnership will be hosting its 2018 Youth Congress in Glasgow on the 20th February.

The Congress will launch a year of Scotland-Malawi youth events happening across Scotland for the Year of Young People 2018, giving the Youth Congress an ambitious ten-month legacy programme with events, media coverage and active youth engagement.

We are looking for someone to lead the delivery of this flagship event on 20<sup>th</sup> February, ensuring the event is delivered effectively and that hundreds of young people are engaged and inspired. There will also be support for the launch of our youth events for YOYP. The post will be for 2-3 months from January 2018, depending on availability. Ideally the role will be full-time but there is some flexibility for outstanding part-time candidates.

### **KEY PRIORITIES: YOUTH CONGRESS**

#### **Youth Congress**

##### Pre-event logistics

Manage the event plan, keeping updated and ensuring all team and stakeholders kept updated  
Work with the venue and relevant suppliers to ensure all logistics are prepared, including catering

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Address: Room 3/1, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: [info@scotland-malawipartnership.org](mailto:info@scotland-malawipartnership.org)

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Manage school bookings and associated logistics  
Coordinate input from the SMP team and other stakeholders  
Manage all resources required  
Ensuring all team, volunteers, speakers and stallholders are briefed prior to event  
Preparing name badges and delegate packs for all attendees

#### Event promotion

Work with Media and Communications Officer to promote to schools and to create a 'buzz' around the event  
Engage key stakeholders and amplifiers in the sector to promote and support the event

#### Event delivery

Coordinate and represent the SMP at the event  
Ensure venue has the 'wow' factor for the young people arriving, with a 'feel of Malawi'  
Manage the team, volunteers, stallholders, speakers and stakeholders  
Engage with the young people at the event to inspire them to get involved with YOYP 2018

#### Other

Ensure all relevant data is captured, analysed and reported on at the event  
Complete final report  
Keep relevant financial records for related spending in line with SMP systems

#### **Year of Young People**

Work with the Media and Communications Officer to promote YOYP to youth and school members  
Support youth members and interested young people with the delivery of their YOYP events as required  
Engage key stakeholders in the sector to promote YOYP and support our members to engage with them  
Work with the Media and Communications Officer to raise the profile of YOYP and the SMP's activities

#### **Other**

Assist with the collection of monitoring and evaluation data  
Other duties as required to support the SMP

**The successful applicant will be required to be PVG (Protection of Vulnerable Groups) CRBS checked, as this role involves working directly with young people.**

#### **Location**

The office is located at City of Edinburgh Council, Room 3/1, City Chambers, High Street, Edinburgh, EH1 1YJ

#### **Salary**

£20,000-£25,000 gross per annum, pro-rated if required, dependent on experience.

#### **Visa**

Applicants must have the right to work in the UK

#### **Application Procedure**

Please email your CV with a one page covering letter to: [david@scotland-malawipartnership.org](mailto:david@scotland-malawipartnership.org). This is a rolling recruitment with the position remaining open until a suitable applicant is identified. We are looking to appoint early in January 2018 so early applications are encouraged.

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## PERSON SPECIFICATION:

It is essential that the Youth Officer is able to:

### Work effectively with others:

- acting as part of a team;
- engaging a diverse spectrum of colleagues, partners and stakeholders;
- communicating and engaging effectively;
- displaying interpersonal awareness;
- showing respect for others.

### Be committed to the work of the Partnership:

- taking responsibility for one's actions;
- being reliable and trustworthy;
- displaying effective self-management where necessary;
- having an outcome-focused approach, seeing projects through to completion;
- being punctual and meeting deadlines.

### Work to the highest reasonable standards:

- taking pride in the Partnership's work;
- displaying professionalism while remaining personable;
- ensuring the reputation of the Partnership is maintained.

### Embody the vision, mission and values of the Partnership:

- showing personal honesty and integrity;
- displaying mutual respect and understanding;
- Extolling the spirit of cooperation, building partnerships and alliances;
- Promoting internationalism.

Abilities / skills required	Essential	Desirable
Experience of organising events	X	
Excellent written and oral communication skills	X	
Strong organisational skills and ability to multi-task	X	
Excellent ICT skills	X	
Ability to demonstrate initiative, be proactive and offer a solution-oriented approach	X	
Excellent inter-personal and diplomatic skills. Professional <i>and</i> personable.	X	
Experience in effectively engaging, motivating and inspiring young people		X
Knowledge of, and a commitment to, Malawi and Scotland's relationship with Malawi		X
Confident public speaking		X
Experience building coalitions and coordinating the work of a diverse range of stakeholders		X
Experience of social media and campaigns		X
Experience working with Scottish primary and/or secondary schools		X



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