



Job Description:

YOUTH CLUB LEADER – Dunfermline

SLCo is extending its services for young people and families in the Dunfermline area. The SLCo Fife Chill Club will provide weekly activities that promote access to fun, friendship, and social opportunities, while supporting improved confidence and wellbeing. The club is designed for young people aged 16–25 who are often excluded from mainstream opportunities due to speech, language, and communication barriers. Running one evening per week, the Youth Club will offer a safe, welcoming environment where young people can connect with others, develop communication and life skills, and take part in meaningful, enjoyable experiences.

Additionally, SLCo's services provide a local network of support for parents and carers and siblings who need guidance and support; building a cohesive framework and programme of events and engagement agenda will form part of the post-holder's role, in addition to working in collaboration with team colleagues and the Third Sector community.

**subject to PVG registration*

JOB TITLE: Youth Club Leader

LOCATION: Dunfermline– venue to be confirmed.

SALARY: Hourly rate from £14 per hour, dependent on skills and experience; approximately 5 hours per week.

START DATE: April 2026

Interviews will take place via Teams or in person in Dunfermline as soon as possible after closing date . Please indicate availability within your covering statement (part of application process).

You will be a confident, self-starter who will help manage our family, children and young people activity programmes, supervising staff, training and health and safety. This position will suit someone with demonstrable experience in youth/family work and the applicant must have experience in a similar role. The post requirements are attention to detail, great organisation skills, IT and social media experience. We are looking for someone who can work under pressure in a flexible way to suit the needs of the programmes we run.

The Leader must be able to empower staff, volunteers and most importantly children, teenagers and young adults who require a lot of support and encouragement to make sure that their experience at our clubs and activities is the best it can be. We are seeking a dynamic new team member who can bring ideas and a lot of experience to help manage and develop existing services. Hourly rate negotiable, depending on skills and experience.

Experience of supporting parents and carers who support their children's needs would be an advantage. It is envisaged the Leader will be able to work at all levels, be comfortable liaising with families and professionals as well as skilled in communication and modelling language to children and young people.

An application pack including person specification, will be emailed on application.

The post is temporary for one year; it is anticipated the role will continue but is reliant on funding.

PERSON SPECIFICATION

Educational Qualifications and Achievements

Essential

- Any relevant management/education/CYP support
- Demonstrable learning/education setting experience
- Team supervision

Desirable

- Delivering skills-building sessions for CYP
- Use of health behaviour change tools e.g. TOC, MI
- Food Hygiene Certificate

Knowledge and Experience

Essential

- Proven experience of working with CYP/families
- Understanding of SLCN/ASN
- Behaviour/conflict management
- Understanding of the Third Sector and its role

Desirable

- Health & Safety procedures
- Experience of special needs
- Experience of children's clubs/sessions
- Experience of planning and organising age-appropriate activities
- Working in partnership with parents; listening and responding to queries using a solution focused approach
- Building service programmes and monitoring delivery and outcomes

Skills and Abilities

Essential

- High level of numeracy & literacy
- Organisational skills
- Ability to manage groups of CYP and sensitively manage challenging behaviour
- ICT literate

Desirable

- Building social communication skills
- Creative Skills Art/craft/drama
- The ability to organise fun activities around the needs and aspirations of CYP and their families
- Supporting SLC and literacy

Attributes/ Qualities

Essential

- Develop positive relationships with CYP/families/affinity with CYP.
- Work individually and as a member of a team.
- Solution focused and a flexible approach to work.
- Punctuality and good time management.
- Professional appearance and manner.

Desirable

- Able to use own initiative.
- Appreciation of Third Sector value and person-centred, strengths-based approaches.
- Open to new ideas and willing to try different working practices.
- Willingness to undertake professional development.

Job Type: Part-time

Application question(s):

- This post requires availability on Wednesday evenings
- Please submit a covering statement telling us why you want the job, outlining your skills. Clearly demonstrate your relevant work experience.

Candidates who fail to submit a statement will not be considered.

Language:

- English (preferred)

Work Location: In person