# Role Profile

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Scotland Education, Families and Youth Officer</th>
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<tbody>
<tr>
<td>Role Profile Title</td>
<td>Education Families and Youth Officer</td>
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<tr>
<td>Department</td>
<td>UK Countries</td>
</tr>
<tr>
<td>Location</td>
<td>Scotland HQ</td>
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<tr>
<td>Reports to</td>
<td>Education, Families &amp; Youth Manager</td>
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<tr>
<td>Direct Reports (including Volunteers)</td>
<td>Youth Group Support Volunteers, Education &amp; Youth Groups Communications Volunteers</td>
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<tr>
<td>Job Purpose</td>
<td>To support delivery of the RSPB’s Youth Strategy</td>
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The RSPB have generic role profiles linked its pay and reward structure which our job vacancies are aligned to. These include a list of indicative key result areas and requirements for the role.

More specific details on the role can be found in the job advert and accompanying job pack.

## Key Result Areas

- In line with RSPB’s Youth Strategy, contribute to the development of Region/Country delivery plans and support the delivery of projects in order to contribute towards agreed targets.
- In line with RSPB standards, the region/country context and reflecting the needs of the country curriculum, develop, manage and deliver agreed Education, Family and Youth projects which contribute towards Region/Country targets.
- Monitor, evaluate and review agreed areas of Education, Families and Youth delivery to ensure it meets RSPB policy and standards and is achieving agreed Youth strategy targets.
- Deliver a recognised and respected source of leadership, support and advice to regional/country teams engaged on Education, Families and Youth work.
- Enhance the regional/county teams understanding of working with young people, enabling them to increase their confidence in working with them – so that more young people have a positive experience of nature.
- Support the development of capabilities and knowledge of regional/country staff and volunteers delivering education, families and youth work, to ensure delivery of the regional/country plans.
- Support the development of partnerships that contribute towards the delivery of the RSPB’s Youth Strategy.
- Lead (with Line Manager/other staff members where appropriate) on awareness raising, training and advice for safeguarding policy and procedure across the region to ensure staff and volunteers are aware of key issues and feel confident in engaging with young people.
Support capability and knowledge development of volunteers delivering education, families and youth work to help raise awareness and understanding of volunteering as a positive way of meeting business needs.

Seek opportunities to develop new approaches to deliver the Youth Strategy to help meet agreed targets.

### Key Contacts and Working Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>Reserve and project teams to share best practice on how to meet targets and to provide guidance on opportunities to develop engagement with young people in their work area.</td>
<td>Partners to grow our capability to deliver the Youth Strategy.</td>
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<tr>
<td>Region and Country Education and Youth staff to share best practice.</td>
<td>Education providers relevant to each region or country.</td>
</tr>
<tr>
<td>Education Families and Youth Department to get direction and share information.</td>
<td>Where appropriate, Government/Local Authority Education Depts to increase understanding of RSPB work with young people and seek opportunities for partnership.</td>
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<tr>
<td>Volunteer Development Staff to keep up to date with best practice in volunteer development.</td>
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<tr>
<td>Volunteers to support project delivery.</td>
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### Financial Responsibility

This role is responsible for specific budgets (including projects). Responsible means:

- Monitors spend against targets whilst minimising risk.
- Decides on appropriate expenditure to meet objectives.
- Manages day-to-day procurement of goods and services, including selecting appropriate suppliers and contractors.

This role has sign-off authority for expenditure through, for example, purchase orders.

### Essential qualifications

1. Educated to A level standard, English language and Mathematics to GCSE/O level. (For the role in Wales a qualification in Welsh is expected).

### Essential knowledge

2. Safeguarding.
3. Knowledge of the formal education sector and the relevant country national curriculum.
5. Demonstrable track record of having successfully and effectively developed/delivered a range of education/youth/family initiatives.

### Essential skills
6. Good leadership – ability to motivate people to deliver objectives without direct line management.
7. Excellent communication (both verbal and written) and interpersonal skills, successfully influencing, persuading, guiding, listening to, and negotiating with others, constructively challenging thinking where appropriate. (For this role in Wales communication skills should be in English and Welsh).
8. Ability to build and manage effective and productive stakeholder relationships.
9. Excellent planning and organisational skills; ability to manage and deliver a diverse portfolio of work.
10. Ability to be proactive, use initiative and work independently.
11. Ability to balance a strong focus on achieving successful outcomes with the need to empower, enable, motivate, inspire and develop others.

### Essential experience

13. Working with young people and/or supporting/managing those that do.
14. Experience of working as part of a team and with volunteers.
15. Enthusiastic about the benefits of working with young people and their families to themselves and the organisation.
16. Experience of working in the charitable sector or in an organisation that works closely with young people or families.
17. Experience of providing operational advice and guidance to people at all levels and building effective stakeholder relationships.

### Desirable qualifications, knowledge, skills and experience

18. Teaching qualification.
19. Youth Work qualification

### How we expect you to work

The RSPB has seven key competencies that are important to our organisation’s success. We expect all employees to demonstrate these competencies in everything that they do. The heading descriptors of the seven competencies are:

**Direction:**
You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

**Energy:**
You bring energy and urgency to the RSPB to motivate people to do the best they can.

**Capability:**
You build your own and other people’s capabilities, directly and indirectly.

**Relationships:**
You communicate effectively and build productive internal and external relationships.

**Change:**
You support continuous improvement and change and constantly look for way to do things better.

**Advocacy:**
You act as an advocate for the RSPB.

**Performance:**
You get things done, achieve ambitious goals and the RSPB's aims.

**In line with these competencies, the following behaviours are essential upon appointment to this particular role and will need to be part of what you do for you to add value to the RSPB:**

- Communicates a vision for education, families and youth work in their region/country.
- Demonstrates a willingness to make decisions and take action.
- Creates energy in the people around them.
- Is prepared to take on new challenges outside their comfort zone.
- Willingly shares knowledge and resources with others.
- Listens to other people’s ideas and suggestions.
- Constantly looks for ways to improve the way things are done.
- Supports people during times of change.
- Is an advocate for what the RSPB stands for and is trying to achieve.
- Adapts their leadership style to suit the different needs of their people.

**Additional Information**

- This role will require occasional weekend and evening working.
- This role will require travel within the UK.
- This role will require occasional overnight stays away from home.
- The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.
- In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB’s aim to take action for the conservation of wild birds and the environment. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.