



Head of Youth Programmes

Responsible to: CEO

Hours: FT at 35 hours

Salary: £32,398 (scaling to £36,931 depending on experience and performance)

Benefits: 25 days holiday (plus stat holidays), employer pension contributions, membership to MediCash healthcare scheme.

Duration: Permanent

Location: 1 Lochside View, EH12 9DH, and other Scran Sites as needed.

About the candidate

We are looking for a **passionate and experienced education and youth work professional** to join our growing team at Scran Academy.

This is an exciting opportunity coming at **the start of a new phase of development** for the organisation as we launch our next 5-year strategy. The role will suit a compassionate, proactive candidate who is **passionate about changing young lives** through innovative youth-led approaches to education and employment.

We are looking for an **experienced leader** with a **strong background in youth work and education**. Candidates will have experience and expertise in **implementing processes which drive measurable impact** for young people.

The ideal candidate will be:

- A strategic thinker with the ability to manage complexity, support staff development, and engage with regulatory bodies like the Scottish Qualifications Authority (SQA).
- A collaborative and hands-on leader who can engage with both senior leadership and frontline staff, promoting a culture of excellence, accountability, and continuous improvement in service delivery.
- Passionate about changing young people's lives through youth work, committed to making a measurable difference, and eager to shape the future of youth programmes within Scran Academy.
- Values-led, ready to deeply listen to and meet the needs of young people.



About the role

This role will form part of the senior leadership team of Scran Academy, working alongside the Head of Youth Enterprise to support the CEO.

The Head of Youth Programmes primary focus is ensuring the quality of delivery and impact in our youth work pedagogy, including ownership and responsibility of associated budgets, staff development and information capture. The post holder will be integral to Scran Academy's strategic development, leading on service and impact within the organisation, and supporting the CEO in reporting to the board of trustees.

Delegation will be a critical competency for this role. The Youth Programmes Manager will lead the Scran Youth Work Team of 5-6 staff, with direct line management of programme delivery leads, and indirect management across the wider youth work team. This team will be responsible for the quality delivery of our core youth work programmes, including all aspects of our pedagogy, evaluation and information capture.

A critical part of this role will be to service and support the development and review of our suite of qualifications, including acting as a key link to the Scottish Qualifications Authority, ensuring all commitments are met as pertaining to our SQA centre operating agreement and quality assurance manual.

The post holder will work with young people and the senior leadership team to coordinate and deliver a comprehensive and sector-leading portfolio of training for staff, ensuring that CPD is captured and progress tracked across our systems. The post holder will be the go-to for staff aiming to improve delivery and impact measurement, and will act as a cultural lead in translating our values into our youth work.

The post holder will lead by modelling best practice, delivering clear organisational expectations and responsibilities for all staff, helping them feel empowered and motivated by the impact their work has.

It is expected that the successful candidate will demonstrate a commitment to excellence in all aspects of the job.

This role embodies our values: We Love, We Trust, We Unite and We Lead:

We Love – the successful candidate will nurture young people. They will care deeply and see all behaviour as communication that deserves a dignified response. They will be non-judgemental and take a trauma-informed approach.

We Trust – the successful candidate will believe in the potential of young people. They will trust them to be the expert of their own life and circumstance. They will support young people to take responsible steps in learning, work and life.



We Unite – the successful candidate will courageously bring young people together. They will aim to create safe spaces where stepping outside comfort zones is supported and encouraged.

We Lead – the successful candidate will see all young people as leaders in their own lives. They will be ready to both lead and be led by young people. They will listen and provide a platform for young people to lead their learning and thrive.

Job description and personal specification below.



Job description

Main Responsibilities

- Lead on implementation and capture of youth work and education outcomes across services, including responsibility for:
 - Qualitative and quantitative impact capture
 - Staff training and professional development
 - SQA processes and compliance
 - Implementation of planning and evaluation processes
- Along with the CEO and Head of Youth Enterprise, form Scran Academy's Senior Leadership Team.
- Ensure youth work and education outcomes are embedded in the design and delivery of youth sessions, and support staff team to understand what, when and how they measure them.
- Line management of youth programme leads.
- Support the CEO in the development and continuous review of a full suite of policies and procedures relating to youth work delivery, including where appropriate presentation of these to the Board of Trustees.
- Stay informed on local and national issues, legislation and best practice in youth work, undertaking and cascading relevant training.
- Report to the Board of Trustees Services and Impact Subcommittee and Policies and Procedures Subcommittee, as appropriate.
- Be the strategic point of contact for schools and other external partnership agencies
- Act as the organisation's lead Child Protection officer, including ensuring all policies and procedures are compliant with any legislation
- Act as the lead contact for SQA officials in verification processes, approvals and quality assurance etc.
- Support the CEO and Communications and Engagement Officer by identifying funding opportunities, including drafting compelling bids, and delivering engaging campaigns and events.
- Participate as part of the wider Scran staff team by:
 - Engaging in regular and ad-hoc meetings with the Scran Academy team
 - Undertaking any necessary training and development.
 - Delivering any other duties appropriate to the role as agreed with CEO.
 - Upholding the values and ethos of the organisation.
 - Assisting in the planning and delivery of Scran Academy events & campaigns.



Criteria	Essential	Desirable
Qualifications and Personal Development		
Relevant professional or academic qualification or equivalent knowledge	•	
Ready for Youth Work Qualification or above	•	
PGDE qualification		•
Demonstrable commitment to CPD	•	
Experience in sector		
Minimum 3 years in a youth-work, education or CLD setting	•	
Experience of developing and monitoring systems to track outcomes and attainment	•	
Experience of supporting young people to achieve personal goals		•
Basic understanding of accreditation processes - SQA, DYA,		•
Trauma informed with understanding of the impact of ACEs		•
Awareness of wider education landscape - GIRFEC, CfE	•	
Financial Management		
Experience of managing and working to tight budgets	•	
Competencies		
Quality focus – has high professional standards and a strong alignment to organisational objectives	•	
Communication – has the ability to communicate effectively with a wide range of stakeholders - including school partners and family members	•	
Organisation – plans thoroughly and keeps information orderly, trackable and secure.	•	
Decision making – shows dynamic problem-solving abilities	•	
Compassionate – caring and non-judgemental, with excellent listening skills	•	
Courageous – thrives outside comfort zone	•	
Administration		
Excellent IT skills and knowledge of Microsoft Office Applications	•	
Strong organisational skills and experience of working to deadlines	•	
Excellent attention to detail	•	
Other		
Eligible to join PVG Scheme Membership Scheme	•	
Ability to travel between work locations and to work evenings and weekends when required	•	
Full Clean Drivers licence		•



To apply, please send a CV and a cover letter of no more than 750 words stating why you are the best fit for the role and any other relevant information you would like to highlight to will@scranacademy.com.

Please send applications by 9am on Monday 21st April 2025.

Shortlisted candidates will be invited to interview by Friday 25th April 2025.

Interviews will be held week commencing 5th May 2025.