



Job Profile

Role Title	Upstream City Co-ordinator
Department	Foyer Futures
Salary	£28,376 - £31,937
Working hours	36.25 hours per week
Location	Aberdeen City

Why? – to improve the outcomes of young people at risk of disengaging from education, by coproducing solutions with young people, their families, and professionals, collaborating together, to shift the focus from crisis to prevention.

What? –to collaborate with young people, schools, community stakeholders and families to ensure the effective delivery of surveys, identification of at-risk young people, and coordination of support services that improve outcomes for young people.

Key Competencies

- Deliver the Upstream survey in collaboration with partner schools.
- Coordinate survey logistics, ensuring efficient and timely completion.
- Establish positive relationships with young people, families, caregivers, and community members.
- Knowledge and understanding of school, community, and wider resources available in support of at-risk young people.
- Facilitate conversations and engagement with young people and families to identify needs and co-produce solutions, gaining consent and agreement from all parties.
- Ensure the secure handling and processing of survey data and conversation records in compliance with privacy regulations.
- Understanding of and ability to manage data to report on, continually improve and share insights about the service.
- Collaborate with relevant parties to analyse survey data and coordinate appropriate support for at-risk young people.
- Work with young people to understand barriers and coproduce solutions.
- Stay updated on best practices related to early intervention and youth support.
- Attend relevant training sessions and workshops to enhance skills.
- Advocate for the Upstream programme within the community and among stakeholders.
- Promote awareness of the programme's goals and benefits.

Behaviours

- Ability to build positive relationships with young people, schools, families, community members, and stakeholders.
- Strong interpersonal and communication skills.
- Demonstrates a belief in young people and their potential.

- Models' inclusive behaviour when interacting with young people, the team and all stakeholders.
- Sensitivity to diverse cultural backgrounds and an understanding of the unique needs of different communities.
- Ability to interpret and use data effectively for decision-making and program improvement.
- Ability to adapt to evolving situations and be flexible in adjusting strategies based on feedback and outcomes.
- Strong advocacy skills to promote the Upstream program and engage stakeholders in its success.

Qualifications & Experience

- Educated to degree level, or with relevant work experience.
- Previous experience in youth support programmes, community development, or related fields.
- Proven ability to manage complex workload, with exceptional organisational skills and attention to detail.
- Experience of delivering group work and presentations to young people.
- Experience of partnership working in support of young people and families.
- Experience of developing communication materials for a variety of audiences.
- Membership of the PVG Schemes may be required.
- Full UK Driving Licence preferable.
- Excellent IT skills, including but not limited to Microsoft Office packages.