

Job Description – Outreach Worker: Positive Destination Advisor (PDA)

Job title:	Outreach Worker: Positive Destination Advisor (PDA)
Salary:	£19,500 - £22,500p.a (under review)
Location:	Dundee
Responsible to:	Outreach Development Co-ordinator
Responsible for:	N/A

Job Overview

Working as part of the Outreach Team you will be responsible for the preparation of potential Venture Trust programme participants. This will involve liaising with referring agencies to ensure that the candidate is appropriate for the programme, making appropriate assessments of candidates and communicating with Field Staff to effectively meet their development needs as well as offering support to course completers.

The PDA is responsible for working with all candidates referred to Venture Trust, but namely those on the 'Inspiring Young Futures' (IYF) programme to help them engage with the development process and create a Personal Development Pathway prior to participation on the programme. PDAs will offer one-to-one mentoring and support to young people to facilitate their completion of their Personal Development Pathway whilst they are engaged with the IYF programme.

Main responsibilities

- To interview, assess and prepare all potential candidates for Venture Trust programmes.
- To liaise with Venture Trust field staff as appropriate to communicate the development needs of candidates.
- To ensure that participants are fully prepared before they attend a Venture Trust course
- To prepare candidate information and to keep records as appropriate.
- To liaise with referring agencies and individual referral agents to ensure that they are kept up to date with developments at Venture Trust.
- To liaise with referring agencies to ensure that our programmes are appropriate to their needs and to work with Venture Trust field staff to ensure that they understand the needs of the referring agencies.
- To ensure that all records are kept as appropriate and that systems are maintained for tracking and recording post course progress and outcomes.
- Liaise with Reports & Evaluation Co-ordinator to ensure compilation of data for post course support and evaluation purposes
- Maintain good relationships with local authority staff and report any issues to the Team Leader

- Engage with other organisations to find appropriate post-programme routes for IYF participants to engage positively within their own communities; liaising with support, training, education and development agencies.
- To ensure that IYF participants are supported on their return to their communities and that they are linked into all appropriate agencies to make sure they have support to achieve the goals they have set in their Personal Development Pathway

Other:

- To undertake any training and professional development as and when required
- To undertake any other reasonable duties, commensurate with the job title, as may be determined by the Line Manager.

Person specification

Skills and experience

Essential:

- Ideal candidate will be educated to degree level in appropriate field
- Proven experience of working with disaffected young people, recognising the issues that affect them
- Qualifications in youth work or a related discipline
- Ability to communicate effectively with young people
- Communicate effectively with Venture trust staff and outside agencies
- Knowledge of Voluntary and Statutory Sectors in Scotland including Criminal Justice Social work departments and Children's Hearing System
- Ability to work to deadlines
- Ability to work on own initiative
- Effective time management
- Driving licence and access to vehicle

Desirable:

- Experience of development training

Personal qualities:

- Commitment to Venture Trust's mission and values - desire to make a difference
- Proactive
- Team player
- Flexible, and willing to work in the fast-paced and constantly changing environment of a growing service-providing charity which operates across the UK
- Flexible and helpful
- Conscientious and responsible
- To support and enthuse others and maintain a professional image