

Job Title	Facilitator
Job Base	Staffin with some travel around Scotland
Reports to	Team Leader (Staffin) and Delivery Manager
Type of Contract	Full Time, Permanent

Overview of Columba 1400

At Columba 1400 we enable young people, especially from tough realities, and the key adults in their lives to lead lives of meaning, purpose, and contribution. Since 2000 we've helped more than 12,500 young people and adults transform their lives.

Through our bespoke values-based leadership experiences, we create a nurturing environment where participants can explore their strengths, build confidence, and embrace their unique talents.

Our founding principles of warmth of welcome, warmth of hospitality, and the sense of being on a shared journey guide everything we do.

Participants emerge from our academies with greater confidence, clarity about their goals, and a renewed sense of purpose, ready to make a positive difference.

Overall Purpose of Role

The purpose of this role is to facilitate the delivery of our Young People's Leadership Academies and to be alongside participants as they realise their true potential.

The successful candidate will work in partnership with the Columban Team to ensure the highest standards of delivery are maintained throughout our leadership academies as well as supporting the information and data gathering to demonstrate our impact.

In this post you will help to provide a supportive, warm, and nurturing environment for young people, and key adults. Through your compassionate approach and values-based leadership, you will inspire and uplift young people, helping them to realize their inherent strengths and capabilities.

Responsibilities

- Lead the delivery of Columba 1400 Young People's Leadership Academies by facilitating sessions, including outdoor sessions, for young people and the key adults in their lives.
- Work with the Delivery Manager and other colleagues to develop new partnerships and manage relationships.
- Attend the school-based phase of some leadership academies which may result in being away from home for a period of time.
- Some online facilitation of sessions to enhance the residential element of our leadership academies.
- Be creative in engagement strategies to ensure young people feel comfortable and able to participate in our leadership academies.
- Prepare our leadership centre for the arrival of groups.
- Prepare resources including photocopying material, inform staff responsible for ordering extra materials, prepare rooms and outdoor kit.
- Welcome and settle group on arrival at the centre, giving a tour of our purpose built international community and leadership centre.
- Contribute to the evaluation and monitoring of the impact and outcomes for organisational learning, partners and funders.
- Ensure the safety and well-being of participants during the residential element.
- Take responsibility for the emergency phone overnight on some nights.
- Contribute to development and design of new bespoke leadership academies.
- Attend team meetings in Staffin and at other venues on the mainland when required.
- Attend training and increase professional knowledge and skills necessary to the effective performance of the role, including continued development of programme facilitation and delivery, including first aid and child protection.
- Continue to develop professionally through self assessment, review and reading/research of appropriate texts.
- Support the Team Leader to enable and direct the facilitation team in their skills practice.
- Drive minibus and car when required to transport participants during the residential part of the programme.
- Liaise with centre team including kitchen and housekeeping departments to ensure effective communication and cohesion.
- Liaise and attend meetings with other Columba 1400 functional areas necessary to perform duties and to enhance business and organisational development.
- Adhere to all organisational policies and health and safety requirements.
- Communication with other members of Facilitation Team with all relevant information for each stage of the leadership academy.

Person Specification

Awareness

- Experience of working with hard-to-reach groups preferred.
- Knowledge of issues facing young people and their parents/families.
- Knowledge of social media and communications.

Focus

- Non-judgemental – focus on the potential not the past.
- Inspiring – lead by example.
- Empowering – enable positive change.

Creativity

- Ability to make decisions and problem solve.
- Innovative in approaching different challenges.

Integrity

- Ability to network and build relationships.
- Effort - self-motivated to innovate and show initiative.
- Committed to professional development.
- Approachable – open minded and value diversity.
- IT literate, highly organised and good attention to detail.

Perseverance

- Passionate – absolutely committed to supporting young people and the key adults in their lives.
- Flexibility to work evenings and attend residential courses as required.
- Challenge – enjoys engaging in difficult tasks and does not shy away from problems.

Service

- Excellent interpersonal skills, able to communicate effectively both verbally and non-verbally to a wide variety of audiences.
- Works well in a team and on own initiative.
- Facilitation skills.
- Excellent communication skills, in particular with young people and the key adults in their lives.
- Ambition for own development within the organisation.

"Our task is not to put the greatness back into humanity but to elicit it, for the greatness is there already." John Buchan

Please note applicants will be required to undergo PVG checks as part of the recruitment process.

The organisation reserves the right to vary duties and responsibilities at any time and from time to time according to the needs of the organisation's business. March 2024

Patron HRH The Princess Royal

Columba 1400
Staffin, Isle of Skye, IV51 9JY
Charity Number SC026987
Company Number SC178379
www.columba1400.com

