



Youth and Group Activities Co-ordinator Recruitment Pack

March 2026



BEFRIEND A CHILD

At Befriend a Child we believe every child deserves a happy childhood and is given the best chance in life to thrive. We make a difference to children and young people growing up in challenging life circumstances in Aberdeen and Aberdeenshire by providing befriending, mentoring and group activity programmes.

At the heart of our befriending and mentoring programmes are committed and passionate volunteers who are trained and supported by our experienced staff team. Through providing a positive adult role model and positive life experiences our volunteers help children and young people build confidence and self-esteem as well as develop new life interests and skills. In time this can have a transformational effect and allow the child to deal positively with their challenges and help them to build resilience, grow and thrive.

In addition to our befriending and mentoring programmes, we host three youth clubs in local communities across Aberdeen and run a series of group activity sessions for volunteers and children. We also work with befriended and mentored children's families who are struggling with the cost of living and social isolation where they need practical and focused support. Our Family Support Project supports families to enable them to reach a point where they feel they can independently manage areas of their life that are causing a critical impact on the family.

Each year we support over 250 children and work with around 270 volunteers. Our work has been recognised through several awards including The Queen's Award for Voluntary Service, Befriending Network's Quality in Befriending Excellence Award, Scottish Mentoring's Project Award and Investing in Volunteers' Award. Our team are committed to delivering excellence to the children, families and volunteers we support.

This is a particularly exciting time to join Befriend a Child as we have just celebrated our 50th anniversary year and we are looking ahead to the future through our next strategic plan.

Youth and Group Work at Befriend a Child

Befriend a Child runs three youth clubs during term time across Aberdeen, located in Northfield, Cummings Park and Kincorth. Sessions take place in the evenings (Tuesday – Thursday 6pm – 7.30pm) and provide socially isolated young people with the opportunity to build confidence, develop friendships and engage with their peers in a safe, supportive and fun environment.

Alongside the youth clubs, we host monthly group activity sessions for befriended and mentored children and their volunteers in our headquarters at Bon Accord Square. These sessions are led by two long-standing volunteers and provide an opportunity for young people and volunteers to take part in fun activities together while strengthening relationships and creating new friendships.

www.befriendachild.org.uk

Registered charity number: SC005467

JOB DESCRIPTION

Job Title	Youth and Group Activities Co-ordinator
Reports to	Head of Operations
Hours	Part time (21 hours per week) including evening work
Location	Aberdeen office with hybrid working if desired, youth clubs in priority neighbourhoods in Aberdeen
Salary	£24,500 - £26,500 pro rata

PURPOSE

The Youth and Group Activities Co-ordinator is responsible for planning, delivering and developing a programme of group-based activities for children, young people and volunteers involved in Befriend a Child's services.

The role includes co-ordinating Befriend a Child's evening youth clubs in priority areas of Aberdeen, organising monthly group activities for children and volunteers involved in befriending and mentoring programmes, supporting volunteer engagement events and overseeing the effective use of communal spaces for volunteers and children within Befriend a Child.

The role aims to provide safe, inclusive and engaging opportunities for children and young people to build confidence, develop social skills and reduce social isolation through positive group experiences.

KEY RESPONSIBILITIES

Youth Clubs

- Work towards agreed targets and outcomes for Youth Clubs across priority areas in Aberdeen
- Lead on the planning, coordination, delivery and evaluation of Befriend a Child's Youth Clubs, ensuring sessions are safe, engaging and responsive to the needs of young people
- Design and deliver a varied programme of activities in collaboration with young people, including games, physical activities, baking and arts and crafts ensuring sessions are inclusive, enjoyable and engaging
- Recruit, support and co-ordinate youth club volunteers, providing guidance to ensure activities are delivered safely and effectively
- Develop and maintain partnerships with local schools to promote youth club opportunities and secure appropriate referrals for children and young people who would benefit from participation
- Monitor attendance and engagement, collecting and collating participation data, statistics and impact information to support project evaluations and funding reports
- Build and maintain positive relationships with parents and carers of children attending youth clubs, ensuring clear and supportive communication

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- Maintain appropriate professional boundaries while modelling positive behaviour and acting as a positive role model for young people
 - Ensure safeguarding and wellbeing of all young people attending sessions, following organisational safeguarding policies and procedures
 - Ensure required documentation and administrative processes are completed accurately and on time, including registrations, risk assessments, progress reviews, evaluations and incident reports
 - Manage expenditure for youth clubs in line with the budgets set

Group Activity Sessions

- Plan and coordinate a programme of monthly group activity sessions for volunteer befrienders / mentors and children at Befriend a Child HQ and in the local community
- Organise engaging and inclusive activities such as creative sessions, baking and physical activities
- Work with volunteers to ensure the safe and effective delivery of monthly group activity sessions
- Collaborate with partner organisations for group activity session in the local community
- Monitor attendance and engagement, collecting and collating participation data, statistics and impact information to support project evaluations and funding reports

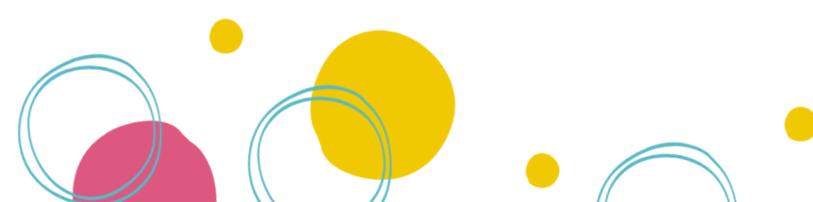
Seasonal Outings and Parties

- Plan and coordinate a programme of four seasonal outings and parties for children and their volunteers to attend, including events such as Easter Extravaganza, Summer Picnic, Halloween Spooktacular and Christmas Party
- Deliver these events, ensuring appropriate planning and that risk assessments have been completed
- Monitor attendance and engagement, collecting and collating participation data, statistics and impact information to support project evaluations and funding reports

Operational Support and Volunteer Engagement

- Ensure communal spaces such as the kitchen, playzone, media room are organised, safe and appropriately stocked in liaison with Senior Business Support Co-ordinator
- Be the main point of contact for group activities, including third party events volunteers and children are invited to in the community
- Organise volunteer engagement events as required, including volunteer get together during Volunteers Week

Promotion and Wider Organisational Support

- Act as an ambassador for Befriend a Child, promoting the organisation and its services in a professional and positive manner
 - Provide the Marketing and Communications team with stories, case studies and quotes for promotional use (with appropriate permissions)
 - Contribute ideas and content for the volunteer newsletter
 - Represent the charity at volunteer recruitment events as required
 - Carry out any other duties appropriate to the role
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This job description outlines the main duties and responsibilities of the post. It is not intended to be an exhaustive list. The postholder may be required to undertake other duties in line with the needs of the organisation.

PERSONAL SPECIFICATION

Experience

- Experience of working with children and young people
- Experience of planning, organising and delivering activities, programmes or events
- Experience of supporting or working alongside volunteers
- Experience building positive relationships with children, families and professionals such as teachers or community partners
- Experience of maintaining accurate records
- Experience of working within the voluntary sector (desirable)
- Experience co-ordinating youth clubs, group activities or community programmes (desirable)

Skills and Knowledge

- Strong organisational and time-management skills, with the ability to prioritise competing demands
- Excellent communication and interpersonal skills, with the ability to build positive relationships with children, young people, volunteers and families
- Ability to plan and deliver engaging, inclusive, and developmentally appropriate activities
- Understanding of safeguarding and child protection principles
- Understanding of the challenges faced by vulnerable children and young people
- Ability to work independently while contributing effectively as part of a team
- Good administrative and record keeping skills
- Confident IT skills, including Microsoft Word and Excel
- Full driving licence and access to a car (desirable)

Personal Attributes

- Passion for supporting children and young people to reach their potential
- Friendly, approachable, and empathetic with a genuine interest in working with young people
- Creative and enthusiastic in developing activities and programmes
- Positive and proactive attitude with a willingness to contribute ideas
- Reliable, responsible and able to maintain professional boundaries
- Flexible and willing to work evenings and occasional weekends

WORKING AT BEFRIEND A CHILD

At Befriend a Child, we are committed to creating a working environment where our team feel valued, supported and able to thrive, both professionally and personally. We provide opportunities to develop and progress, alongside a comprehensive benefits package. Befriend a Child is situated in the centre of Aberdeen in Bon-Accord Square, with its own private staff car park.

Employee Benefits

Salary	£24,500 - £26,500 FTE (pro rata for part time)
Hours of Work	Part time, 21 hours a week, including the following evenings during term time <ul style="list-style-type: none">• Tuesday 5.30pm – 8.00pm• Wednesday 5.15pm – 7.45pm• Thursday 5.30pm – 8.00pm
Location	Aberdeen based with hybrid working available. The postholder will run youth clubs in Northfield, Kincorth and Cummings Park during the week.
Annual Leave	35 days annual leave (pro rata for part time roles) including bank holidays and 4 days over the Christmas period. This increases by one day every two years to a maximum of 39 days.
Pension Scheme	After a qualifying period of 3 months, employees are auto enrolled into our pension scheme with Royal London. The scheme has a combined contribution of 9% (5% employee contribution and 4% employer contribution).
Medicash Health Plan	Medicash Level 1 plan which includes cashback for health appointments and has an Employee Assistance Programme (EAP)
Flexible Working	Flexible working is available upon request
Training and Development	Befriend a Child recognises the importance of developing our team. We offer structured induction support and encourage staff to undertake training to develop their skills and interests at work

HOW TO APPLY

To apply, please forward a copy of your CV along with a covering letter giving an overview of your skills and experience and how you meet the personal specification. Please also include the name and contact details of two referees, one of whom must be your current employer. Please send application information to Susanne McMenemy, Head of Operations at susanne@befriendachild.org.uk by Sunday 5th April at 11.59pm.

Interviews will be held on Thursday 9th April. Please let us know if you need any special arrangements for interview.

For further information please contact Susanne McMenemy at susanne@befriendachild.org.uk or tel: 01224 210060.