SCOTTISH YOUTH PARLIAMENT

Job Title: Work Placement Student

Location: SYP Edinburgh office based

KEY AREAS OF RESPONSIBILITY

Job Summary

You will be responsible for the following:

1. Supporting SYP’s Elections and Participation Officer to deliver March 2019 SYP Elections.
2. Engagement with young people including SYP membership and in schools / youth groups.
3. Policy and campaign research and creation of briefings.
4. Supporting SYP’s Communications Officer with social media channels, including development of use across variety of channels.
5. Assisting with event preparation and delivery.
6. Performing administrative work.
7. Working collaboratively with SYP staff team and Members of the Scottish Youth Parliament (MSYPs).
8. Adhering to the organisation’s policy and procedures.
9. Carrying out any other tasks that are reasonably requested.

The above list of duties is not exhaustive.

This document does not describe a total definition of the job and the purpose of the document is to be used as a guide.

PERSON SPECIFICATION

1. Strong interpersonal and communication skills, including written and verbal communication skills.
2. Willingness to work with children and young people.
3. Understanding of the value of youth voice and youth empowerment.
4. Ability to work in a team and independently, taking initiative.
5. Strong time management skills and the ability to work within deadlines.
6. Effective organisational and planning skills.
7. Knowledge and experience of research methods.
8. IT literacy.