

Scottish Youth Parliament

Job Description



Job title	Membership Development Officer
Location:	Hybrid working from the SYP Office and home.
Terms	Fixed term (to end March 2027) (there may be a possibility of extension pending funding outcomes)
Reports to:	Participation and Programmes Manager
Salary Scale:	£28,691 - £33,262 (applicants would generally start at the beginning of the scale).
Requirements:	Full-time (Monday – Friday, 35 hours per week) – A flexible approach to evening and weekend work is required.

About us:

SYP provides a national platform for young people to discuss the issues that are important to them, and campaign for changes to the nation that they live in. We support our members in their work by training them, supporting their personal development, and empowering them, using a youth work ethos.

About the role:

Working within SYP's youth-led structure, our Membership Development Officer will work with the Participation and Programmes team to support the delivery of the SYP Elections and deliver our membership and candidate development programmes, in line with the organisation's strategic objectives.

- What you'll be doing day to day**
- Working with the Participation and Programmes Team to support the delivery of SYP's Participation Framework, National Voluntary Organisation Framework, and Youth Voice Framework.

- Working closely with colleagues across the organisation and external partners to support delivery of SYP's 2026 national elections.
- Leading on developing, delivering, and evaluating SYP's training and development offers for young people.
- Working closely with colleagues to develop and support participation activities across the organisation.
- Other relevant duties to support the organisation as required.

What relationships you will grow and develop

- Members of the Scottish Youth Parliament.
- SYP Staff Team.
- The Board of the Scottish Youth Parliament, including the relevant portfolio trustees.
- Support Workers and Election Coordinators (youth workers in Local Authorities and National Voluntary Organisations across Scotland)
- External contacts including Scottish Government, Scottish Parliament, and other partners.

The ideal candidate will demonstrate these skills and experience

- Ability to use initiative to deliver agreed outcomes on multiple strands of work by agreed deadlines.
- Experience of planning and facilitating engaging and effective training and development opportunities for young people.
- Experience of monitoring, evaluating and communicating information in a range of formats.
- Experience of working with a diverse range of individuals and organisations.
- Excellent knowledge and practice of participation methods and methodologies.
- Excellent knowledge and experience of working with young people from a range of different backgrounds.
- Excellent written and oral communication skills.

What you should expect from us

The Scottish Youth Parliament (SYP) offers a range of benefits to employees as part of our commitment to make SYP the best place to work and to motivate our staff to ensure that MSYPs are best supported to represent young people in Scotland. Find out more about what it's like to work at SYP here:

<https://syp.org.uk/vacancy/working-at-the-scottish-youth-parliament/>.

For more information or if you have any questions about the recruitment process, please email recruitment@syp.org.uk