**

**Youth, Play & Community Team Leader**

**(Open Access and 1:1 Delivery)**

1 **Responsible to:** Senior Youth, Play & Community Manager

2 **Weekly hours:** Various

3 **Salary range:** Starting from £24,692 to £27,481 p.a. pro rata

**4 Hourly rate** Starting from £13.19 to £14.68 per hour

**PURPOSE OF ROLE**

To support the delivery of Youth First’s operational plan including the planning and delivery of universal youth activities, targeted youth projects, maximisation of site usage, income generation, partnership working and youth and community outreach.

With a core focus on delivering activities to young people aged 8 to 19 (up to 25 with SEN) in order to support their social development, safeguarding and early intervention in order to prevent escalation of young people’s needs.

Demonstrate measurable outcomes for participants as judged against Youth First’s outcome framework.

Ensure best value for money and use of resources including available staffing and volunteers.

To manage and supervise employees as required to fulfil YF delivery requirements

**KEY RESPONSIBILITIES**

1. Facilitate and organise an informal education/youth work and/or play curriculum for your allocated communities to support young people “where they are at” to positively impact them as judged against YF’s theory of change
2. Use innovative, safe, popular, fun and outcome focused activities that appeal to local young people and support their achievement of outcomes - defined in Youth First’s theory of change. These should utilise and take best advantage of the space and equipment specific to sites including indoor and outdoor sports and play activities. Where beneficial this should include virtual delivery.
3. Ensure robust early identification (intervention) and prevention strategies that ensure young people’s needs are picked up as early as possible in accordance with Youth First safeguarding procedures.
4. To support with early help including referral of young people into Youth First’s own 121 provision.
5. Ensure sites are welcoming, safe and comfortable environments and are compliant with relevant legislative requirements including Health and Safety, Child protection, Data Protection and Equalities Act 2010. Liaising with and planning relevant support services where required.
6. Lead service users’ involvement in designing and shaping services and ensuring the championing of young people’s voice. Including the facilitation of local youth forums and parent’s forums at each unit and use these to ensure service delivery reflects local needs.
7. Manage, supervise and support staff, peer motivators and volunteers including undertaking regular supervision and Performance Evaluations in line with Youth First’s HR policies and procedures.
8. Assist fund raising and income generation activities
9. Be able to work during anti-social hours (evenings) and week-ends on a regular basis as and when necessary.
10. Represent Youth First on local area forums, residents and neighbourhood forums and other community and council forums as required
11. Assist in, monitor and report on the performance of the unit using MIS data systems, reports and Youth first quality assurance procedures and use information to inform program planning.
12. Assist in ensuring effective financial control and reporting, including the maintenance and development of Youth First’s finance policies and procedures.
13. To undertake outreach work in order to promote participation especially by marginalised and/or disengaged young people within a locality. Using available data to recognise and target ‘missing’ groups.
14. Assist with and effectively promote sites to young people, residents, parents, potential customers, funders and partners. Using a wide variety of online and offline forms of communication, Community engagement and outreach.
15. Assist in identifying your own and others’ developmental needs and take part in or source training to address these.
16. Assist in taking part in recruitment, development and retention of staff across Youth First as requested.

1. Ensure the security, cleanliness and safety of premises and equipment and maintain regular checks to ensure staff and participants are safe.
2. Undertake other responsibilities commensurate with post and responsibilities.
3. Work a flexible pattern including evenings and weekends in line with the role/team requirements.

You will be employed to work for a set number of hours per week, which will be usually be worked between Monday and Saturday from 3pm and could include evenings up to 9.30pm. Exact details of your initial working pattern will be provided to you by your manager before you start work and will be agreed according to service demands. The staff rota may be changed by Youth First from time to time, in consultation with you, if it considers that the service needs require this

**Person specification (All Essential requirements listed below must be addressed in your application form in order to be shortlisted – please provide examples where applicable)**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked Essential will be used especially for short listing.

Those categories marked 'T' will be used particularly for testing.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

| **No** |  | **Essential** | **Desirable** |
| --- | --- | --- | --- |
|  | **Experience** |  |  |
| 1 | Experience of using initiative in the working environment and working with limited supervision to achieve broad objectives and targets. | **x** |  |
| 2 | Experience of working with a wide range of young people, including those who may be experiencing difficulties in their lives, and of addressing equal opportunities issues in a non-formal learning environment.  | **x** |  |
| 3 | Experience of managing and directing staff and volunteers and providing support/advice, including development and training opportunities.  | **x** |  |
| 4 | Experience of project monitoring and evaluation, including preparing and maintaining records and assessing and reporting on performance in order to demonstrate impact and value for money.  |  | **x** |
|  | **Qualifications** |  |  |
| 5 | Professional qualification in Youth and Community Work at NVQ 3 (minimum) or equivalent experience with the expectation of working towards a recognised qualification within a year. | **x** |  |
|  | **Knowledge and Skills** |  |  |
| 6 | Familiarity with a range of strategies, and methods of working that encourage social inclusion, and promote the empowerment and participation of young people, including those with vulnerabilities.  | **x** |  |
| 7 | Understanding of how youth work is measured to demonstrate impact against a theory of change | **x** |  |
| 8 | Understanding of relevant safeguarding, early intervention, risk assessment and Health & Safety responsibilities. | **x** |  |
| 9 | Understanding of ethics and principles of effective youth work, including a thorough knowledge of the issues currently facing young people | **x** |  |
| 10 | Proven skills in effective communication, verbal and written, with colleagues, professional staff and volunteers and young people drawn from a wide range of agencies and services within both the statutory and voluntary sectors of provision.  | **x** |  |
| 11 | Ability to relate to and communicate with people across a wide age and ability range, and from diverse backgrounds.  |  | **x** |
| 12 | Ability to identify, establish and maintain appropriate liaison and contacts with a range of providers, to secure partnership working.   |  | **x** |
| 13 | The ability to exercise initiative, personal motivation and commitment to accountability in a post which involves a high degree of autonomy |  | **x** |
| 14 | Self-sufficiency in basic IT skills including data management (VIEWS) and budgeting. | **x** |  |
| 15 | The ability to design, and apply effective youth work strategies which demonstrably impact on young people in a positive manner, as judged against national and local strategy. **(T)** | **x** |  |
| 16 | Ability to adapt to change | **x** |  |
|  | **Personal attributes** |  |  |
| 17 | Dynamic thinker with ability to develop own work to meet service needs |  | **x** |
| 18 | Commitment to working in a diverse environment and to equal opportunities |  | **x** |
|  | **General** |  |  |
| 19 | Must be able to work flexible hours, i.e. the core hours specified in the deliverables and occasional meetings outside normal working hours.  |  |  |
| 20 | Must be available to attend training, team meetings and staff development opportunities when required.  |  |  |
| 21 | This post will undergo a full Youth First background check and appointment will only be approved once clearance is given.  |  |  |
| 22 | This position requires and enhanced DBS check and will require you to undertake Safeguarding training within 3 months of appointment and refresher training thereafter |  |  |
| 23 | If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements. |  |  |
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