**

**Youth, Play and Community Manager**

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

1 **Responsible to:** Operations Manager

2 **Weekly hours:** 36

3 **Salary range:** Starting **from £31,254 to £33,617 p.a.**

**PURPOSE OF ROLE**

To deliver Youth First’s operational plan including the planning and delivery of universal youth activities, targeted youth projects, maximisation of site usage, income generation, and 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. Plan 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. Manage all aspects of allocated sites and teams. Including budget, staff, programme planning, health and safety, and resources.
4. Hold a caseload of young people for 1:1 work utilising Assessment, Planning, implementation and Review (APIR) methodology in line with Youth First’s Theory of Change.
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. Manage service users’ involvement in designing and shaping services and ensuring the championing young people’s voice. Including the facilitation of local youth forums and parents’ 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 Appraisals in line with Youth First’s HR policies and procedures.
8. Plan and deliver local and support service wide fund raising and income generation activities
9. Monitor and report on the performance of the unit using MIS data systems, reports and Youth first quality assurance procedures.
10. Be able to work during anti-social hours (evenings) and week-ends as and when necessary.
11. Represent Youth First on local area forums, residents and neighbourhood forums and other community and council forums as required
12. Manage, monitor and report on the performance of the unit using data systems, reports and Youth first quality assurance procedures.
13. Liaise and develop partnerships with council, statutory and the voluntary sectors to maximise support for young people.
14. Manage and ensure effective financial control and reporting, including the maintenance and development of Youth First’s finance policies and procedures.
15. Develop and manage 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.

1. Develop 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.
2. Identify your own and others’ developmental needs and take part in or source training to address these.
3. Deal with work place disciplinary and grievance issues or external complaints relating to performance of staff within your teams.
4. Take part in recruitment, development and retention of staff across Youth First as requested. And inducting staff team under your management

1. Manage the security, cleanliness and safety of premises and equipment and maintain regular checks to ensure staff and participants are safe.
2. Manage a robust early help and prevention strategy that ensure young people’s needs are picked up as early as possible in accordance with Youth First safeguarding procedures and theory of change.
3. Undertake other responsibilities commensurate with post and responsibilities including covering other aspects of youth work in the service where required.
4. You will be employed to work 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.

**Essential Requirements**

| **No** |  | **Essential** | **Desirable** |
| --- | --- | --- | --- |
|  | **Experience** |  |  |
| 1 | Experience of effective delivery of projects and initiatives for young people. | **x** |  |
| 2 | Experience of managing direct front line youth work and delivering high quality services to young people with efficient and effective use of resources | **x** |  |
| 3 | Experience of designing, and applying effective youth work strategies which demonstrate impact on young people in a positive manner both individually and through management of a team. | **x** |  |
| 4 | Experience of managing staff and volunteers | **x** |  |
| 5 | Evidence of initiatives with young people in addressing Equal Opportunities, Social Inclusion and diversity | **x** |  |
| 6 | Experience of early intervention within groups and one to one including liaising and reporting to the Multi Agency Safeguarding Hub (MASH) |  | **x** |
| 7 | Experience of delivering training. |  | **x** |
| 8 | Successful external funding applications. |  | **x** |
| 9 | Experience of partnering and subcontracting with other organisations using clearly defined and monitored agreements which also demonstrate value for money |  | **x** |
|  | **Qualifications** |  |  |
| 10 | Professional qualification in Youth and Community Work at NVQ 4 (minimum) **or** relevant equivalent degree level and/ or substantial experience with the expectation of working towards a recognised qualification within a year. | **x** |  |
| 11 | Must commit to study for the NEBOSH Health & Safety certificate (or similar) within one year of starting with Youth First |  | x |
|  | **Knowledge and Skills** |  |  |
| 12 | Working knowledge and understanding of the ethics and principles of youth work, including strategies that encourage social inclusion, and promote the empowerment and participation of young people and a thorough knowledge of the issues currently facing young people. | **x** |  |
| 13 | Excellent understanding of relevant safeguarding, early intervention, risk assessment and Health & Safety responsibilities. | **x** |  |
| 14 | Understanding of programme planning and evaluation procedures. | **x** |  |
| 15 | Awareness of Equal Opportunities issues, and how they impact on this area of work | **x** |  |
| 16 | Ability to manage and plan to budgets (T) | **x** |  |
| 17 | Report writing and presentation skills (T) | **x** |  |
| 18 | Must be able to work flexible hours fitting to the needs of the service. This includes occasional evening and weekend working. | **x** |  |
| 19 | Ability to use ICT for all areas of work including basic Microsoft office software (Excel, Word and Outlook). (T) | **x** |  |
| 20 | Knowledge of current government initiatives for young people and current trends, issues and practice in youth work |  | **x** |
| 21 | Ability to put in place clear early intervention and safeguarding  |  | **x** |
| 22 | Ability to manage a team.  | **x** |  |
| 23 | Ability to exercise initiative, and a responsible commitment to accountability in a post which involves a high degree of autonomy.  |  | **x** |
| 24 | 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** |  |
| 25 | Ability to maintain personal effectiveness within the organisation. | **x** |  |
| 26 | Ability to adapt to change. | **x** |  |
| 27 | Ability to work effectively with others. | **x** |  |
| 28 | Ability to use information effectively to make accurate decisions | **x** |  |
|  | **Personal attributes** |  |  |
| 29 | Understanding and awareness of confidentiality |  | **x** |
| 30 | Respect for the community and colleagues |  | **x** |
| 31 | High personal integrity and motivation |  | **x** |
| 32 | Commitment to continuous personal development and the development of colleagues |  | **x** |
|  | **General** |  |  |
| 33 | This position requires an enhanced DBS check and will require you to undertake Safeguarding training within 3 months of appointment and refresher training thereafter |  |  |
| 34 | Good general health  |  |  |
| 35 | Able to attend meetings / site visits in locations both inside and outside of the borough  |  |  |
| 36 | Able to use computer, telephone, and read correspondence |  |  |
| 37 | 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. |  |  |
|  |  |  |  |