**

**Youth First**

**Job Description**

Designation: **Youth Worker – Project Fund Manager**

Duration: **Ends 31.12.2022**

Part time: **14 hours (2 days per week) (additional hours available up to 25 hours)**

Responsible to: **Youth, Play and Community Manager**

Location: **Lewisham Borough** Salary range: **£24,692 p.a pro rata (£13.19 per hour)**

Main Purpose of the Job:

To deliver a programme in one of our Lewisham based Youth Centres, to work with various partners to deliver a project aimed at engaging NEET and vulnerable young people through the performing and creative arts, based around the theme of Carnival.

Summary of Responsibilities and Personal Duties:

1. Be required to work within the agreed Programme model to deliver the specific outcomes as defined in the funding proposal and report directly to the Youth, Play and Community Manager.
2. Be responsible for spearheading the Programme, closely managing a large budget, sourcing and overseeing external providers and partners to deliver the specific performing or creative arts sessions
3. Deliver or overseeing some sessions or activities.
4. Ensure partnerships are cost effective and that you build positive working relationships with these partners, local Schools and the young people.
5. Define, schedule and manage project tasks, including delivering large scale annual community events across the three years.
6. Maintain learning and evaluation outcomes and be responsible for recording and reporting – ensuring the fidelity of the projects with the agreed Programme model.
7. Manage all aspects of the Programme sessions, trips and activities, including risk assessment and management.
8. Plan and organise informal education/youth work adhering to the outcomes defined in the Fund. Utilising innovative, safe, popular, fun and outcome focused activities that appeal to local young people and support their achievement of outcomes. This should include activities both on and off site including arts and crafts, 1:1, project and group work, outreach and residentials. These should utilise and take best advantage of the space and equipment specific to sites including indoor and outdoors sports and play activities.
9. Manage service users’ involvement in designing and shaping the Programme ensuring the championing young people’s voice. Including the establishing and facilitating Programme specific Young People’s Advisory Group.
10. Manage, supervise and support external providors and volunteers linked to the Programme, peer motivators and the Young People’s Advisory Group undertaking regular reviews and Performance Evaluations in line with Youth First’s HR policies and procedures.
11. Plan and deliver local and support service wide fund raising and income generation activities accordingly.
12. Be able to work during anti-social hours (evenings) and week-ends as and when necessary.
13. Represent Youth First on local area forums, residents and neighbourhood forums and other community and council forums as required.
14. Manage, monitor and report on the performance of the Programme using data systems, reports and Youth first quality assurance procedures.
15. Ensure effective financial control and reporting, including the maintenance and development of Youth First’s finance policies and procedures.
16. Develop and effectively promote the Programme to young people, Schools, residents, parents, potential customers, funders and partners. Using a wide variety of online and offline forms of communication.
17. Deal with work any disciplinary and grievance issues or external complaints relating to performance of external providers.
18. Manage robust early identification and prevention strategies that ensure young people’s needs are picked up as early as possible and that they are reported accordingly.
19. Undertake other responsibilities commensurate with post and responsibilities.

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**PERSON SPECIFICATION**

**JOB TITLE: Youth Worker – Project Fund Manager**

Note to Candidates

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 'S' 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.

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| **Requirement** | **Shortlist/Test** |
| **Skills** |  |
| Ability to exercise initiative, and a responsible commitment to accountability in a post which involves a high degree of autonomy |  |
| Excellent partner engagement – capable of managing multiple priorities and working collaboratively within a cross-sector partnership arrangement | S |
| Competent budget management; ability to manage and plan to budgets |  |
| Ability to delivering funding outcomes | T |
| Ability to evaluate and write reports with excellent presentation skills | T |
| Ability to design, and apply effective youth work strategies which demonstrate impact on young people in a positive manner both individually and through management of external providers |  |
| Ability to put in place clear early intervention and safeguarding |  |
| Ability to communicate and work effectively with others across a wide age and ability range, and from diverse backgrounds |  |
| Ability to use information effectively to make accurate decisions |  |
| Ability to use ICT for all areas of work including basic Microsoft office software (Excel, Word and Outlook) | T |
|  |  |
| **Knowledge** |  |
| 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 | S |
| Understanding of programme planning and evaluation procedures |  |
| Excellent understanding of relevant safeguarding, early intervention, risk assessment and Health and Safety responsibilities | S |
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| **Experience** |  |
| Experience working with young people aged 8 – 19 years | S |
| Experience of managing direct front line youth work and delivering high quality services to young people with efficient and effective use of resources | S |
| Extensive experience in delivering funding outcomes |  |
| Extensive experience in evaluating and report writing |  |
| Experience of early intervention including liaising and reporting to the Multi Agency Safeguarding Hub (MASH) |  |
| Successful external funding applications |  |
| Experience of delivering Arts Award | S |
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| **Personal attributes** |  |
| Understanding and awareness of confidentiality |  |
| Commitment to continuous personal development |  |
| Respect for the community and colleagues |  |
| High personal integrity and motivation |  |
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| **Qualifications** |  |
| Professional qualification in Youth and Community Work at NVQ Level 3 (minimum) **or** relevant equivalent and/ or substantial experience | S |
|  |  |
| **Equalities** |  |
| A commitment to Equal Opportunities Legislation and Youth First’s policies |  |
| Awareness of Equal Opportunities issues, and how they impact on this area of work | S |
| Evidence of initiatives with young people in addressing Equal Opportunities, Social Inclusion and diversity |  |
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| **Other** |  |
| Must be able to work flexible hours fitting to the needs of the service. This includes occasional evening and weekend working |  |
| Completion and approval of enhanced DBS check |  |
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| **Physical** |  |
| Able to attend meetings / site visits in locations both inside and outside of the borough |  |
| Able to use computer, telephone, and read correspondence |  |
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