



## Job Description

Job Title:	<b>Youth Engagement / Centre Manager</b>
Accountable To:	<b>Deputy Director</b>
Hours per week:	<b>35</b>
Contract:	<b>4 Year Full time Post</b>
Salary:	<b>£31,023</b>
Location:	<b>Foyle</b>

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### Principal Role

The Youth Engagement / Centre Manager will have primary responsibility for the effective management and sustainability of our youth work services in the North West as well as supporting the day-to-day running of our Foyle Centre and the other vital services operating there. The post holder will manage the development and delivery of Rainbow Youth, which works with LGBTQIA+ young people; supporting staff; building and sustaining relationships; and maintaining high standards of safeguarding at all times.

### Key Responsibilities

- Responsible for overseeing and managing the National Lottery Community Fund funded, Rainbow Youth programme.
- Full line management responsibility for the Rainbow Youth staff team and some project delivery staff based in the Foyle centre.
- To develop a Youth Work Strategy Action Plan in line with the needs of young LGBTQIA+ people in the North West, ensuring that the programme operates within power-sharing models of practice and that young people are key decision makers within the programme.
- To deliver a peer research programme working with young volunteers to give insight into the lives of young LGBTQIA+ people

- Oversee service performance for our Foyle Centre, working with the staff team to ensure outcomes, reporting and budget requirements for funders are met, while supporting an external evaluation process for Rainbow Youth.
- Work with other members of the Leadership Team to maintain and enhance strong external relationships.
- With the support of the Fundraising and Partnerships Officer, identify and pursue sources of funding to ensure the sustainability and increase the capacity of Rainbow Youth and the Foyle Centre.

## **Demands**

- The Rainbow Project addresses issues that can be viewed as political and/or controversial. The post holder will need to handle all issues astutely and diplomatically, and with party political impartiality.
- The post holder will represent the Rainbow Project professionally and effectively to external stakeholders at both a local and national level. This includes with local elected representatives; government departments; the media; community & voluntary partner agencies; and LGBTQIA+ communities.
- The post holder will be expected to handle a varied workload which may require a rapid response to external events. This will include evening and weekend work.
- The post holder will undertake occasional travel between Rainbow Project's offices and to other locations as required.
- The post holder will undertake any other tasks that may be requested, commensurate with the nature and level of the post.

## **General responsibilities**

- To work collaboratively as part of the Rainbow Project staff team to develop and achieve shared goals and objectives.
- To contribute to the general administration, good running and development of the Rainbow Project, while adhering to high standards of safeguarding, confidentiality, data protection, health and safety, equality and other organisational policies.
- Monitor your own continuing professional development and identify training, growth and development opportunities.
- To maintain good relationships with colleagues, volunteers, and other stakeholders, while also upholding high standards of professional accountability.

This job description is subject to change in consultation with the post holder.

## **Person Specification**

### **Essential**

1. Substantive experience of management and supervision of staff, youth workers and volunteers; including a proven ability to lead, support and motivate teams effectively.
2. Educated to degree level or equivalent experience in a relevant area.
3. A strong understanding of equality, discrimination, and human rights issues as they relate to LGBTQIA+ people and in particular LGBTQIA+ young people.
4. Good working knowledge and experience of working within participatory/power-sharing models of practice with young LGBTQIA+ people
5. Significant experience providing day-to-day project management and leadership of a service
6. Demonstrable budget management, evaluation and reporting skills with the ability to effectively manage resources, evaluate outcomes and meet funding requirements.
7. Strong interpersonal skills, including the ability and flexibility to
  - work cooperatively and collaboratively
  - rise above personal, ideological and other differences
  - build relationships and work effectively with a wide range of stakeholders and colleagues.
8. An ability to work on your own initiative and organise and develop concurrent work within an agreed budget including in fast changing situations where flexibility is required.

### **Desirable**

9. Degree in Community Education, Social Work, Teaching or a similar discipline.
10. An ability to develop peer-research projects alongside marginalised communities, including training peer-researchers, data collection and analysis.
11. Experience of developing funding applications to maintain or extend programmes of work.
12. An understanding of intersectional equality issues and experience of working with groups of marginalised young people aged 16-25 individually and in a groupwork setting, including young people with learning disabilities and/or difficulties.