**THE BYTES PROJECT**

**JOB DESCRIPTION**

**JOB TITLE: Youth Work Manager**

**RESPONSIBLE TO: The Director**

**LOCATION: Regional (Northern Ireland). Bytes Head Office, Belfast**

**DURATION: Permanent contract (subject to funding).**

**SALARY**: **NJC scale SO1 point 30: £26,822 per annum**

**PURPOSE OF JOB**

To develop, manage and evaluate youth work programmes that use creative ICT to engage and inspire the most socially excluded young people in Northern Ireland to realise their full potential and progress into education, training and employment.

**KEY TASKS**

1. To research, develop and evaluate high quality youth work initiatives that respond to identified need and improve outcomes for socially excluded young people.
2. To develop partnerships and collaboration with other organisations to work together in response to the needs of socially excluded young people.
3. To seek and secure funding (through grants, tenders, corporate sponsorship, fundraising etc.) for developing and sustaining the staffing, running costs and programme costs of Bytes youth programmes.
4. To recruit, induct, develop, support and lead a team of professional youth workers (full time, part time and sessional) to deliver high quality, front line, young person focused services.
5. To manage and co-ordinate the effective delivery of all Bytes youth work programmes including evening and weekend detached youth work programmes.
6. To supervise, coach and monitor a team of youth workers, organising regular team meetings, and regular personal development and reflective practice meetings.
7. To develop and support positive and productive relationships with and between members of staff.
8. To implement and maintain child protection, health and safety, security of staff, equal opportunities, confidentially and data protection, customer service standards, financial procedures and all other organisational policies as appropriate ensuring their understanding and implementation by youth workers, other team members and youth work volunteers.
9. To monitor the changing needs of young people, liaising with internal and external stakeholders, to identify opportunities and areas for service improvement, making recommendations for implementation to the satisfaction of all stakeholders.
10. To develop links and relationships with schools/colleges, community groups, other youth organisations and potential employers for supporting young people’s progression into workplaces.
11. To participate in the Management Team to facilitate the effective implementation, monitoring and review of the Bytes curriculum and services, within a quality and young person focused framework.
12. To report to, and meet regularly with, the Director on operational developments and issues arising in the delivery of quality, young person focused services.
13. To ensure the expectations and views of young people are regularly sought and assessed and to develop and support the Bytes Youth Forum.
14. To develop innovation and optimal use of creative ICT in all Bytes initiatives.
15. To monitor the finances of all youth work projects to ensure they stay on budget, to ensure good financial control and ensure that all financial procedures are followed.
16. To provide reports as required on progress against outcomes for the Board of Trustees and funders.
17. To role model and promote the importance and benefits of quality standards to ensure the organisation aims for best practice and continually improves performance.
18. To promote the work of the Bytes and lobby policy makers on the needs of socially excluded young people and to represent the Bytes Project on relevant partnerships.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

**HOURS OF WORK**

The applicant will be flexible in their working hours and may be required to work evenings and weekends. The post holder will be required to work day, evening and night-time sessions at approx. 37.5 hours per week. This is subject to change depending on need.

**EMPLOYMENT TERMS/CONDITIONS**

The employee will undergo a six-month probationary period appraisal carried out by the Director.

# HOLIDAYS

25 days annual holidays and 12 statutory days, to apply during any 52-week period of employment. Fixed term periods apply. Holidays will be taken by arrangement with the Director.

**ESSENTIAL CRITERIA**

The post-holder must have:

* A Degree in Youth Work.
* ICT Qualification: L2 QCF Diploma or equivalent *(being GCSE Grade A-C).*
* Excellent written and oral communication skills and presentation skills.
* A minimum of 2 years experience of managing youth projects.
* A minimum of 2 years full time (or 4 years 16+ hours part time) experience of working with socially excluded young people in a youth work environment including detached youth work.
* Experience of working in partnerships within the community & voluntary sector.
* An ability to prioritise work strategically and to meet deadlines.
* Personal commitment to addressing the needs of the most socially excluded young people and those who are not in education, training or employment.
* Excellent interpersonal, conflict resolution and people management skills.
* Excellent finance and administration skills including budgeting, financial control and report writing.
* Current, clean, driving licence with access to own vehicle (this can be waived in the case of an applicant whose disability prohibits driving, but who is able to organise suitable alternative arrangements which enable them to meet the duties of the post.)

**DESIRABLE CRITERIA**

* Experience of using creative ICT in a youth work setting.
* Experience of fundraising activities/funding applications/Tender bids.
* Experience of delivering personal development programmes.
* Experience of liaising with employers on youth work placements.