

NATIONAL COUNCIL OF YMCA'S OF IRELAND
Job Description

POST TITLE:	Youth Work Manager
LOCATION:	Newcastle YMCA
RESPONSIBLE TO:	Director of Operations
JOB PURPOSE	The Youth Work manager will have responsibility for the management and development of the youth programme, maximising the use of the centre by young people for agreed purposes, in line with the organisation's policies.
SALARY:	£31,146 per annum plus 5% pension contribution and Benenden Healthcare.
HOURS:	35 hours per week - up to 3 evenings per week and regular weekend commitments.
CONTRACT:	Post subject to ongoing EA Youth Funding.

JOB SUMMARY

The Youth Work Manager will have responsibility for the management and development of YMCA Newcastle's youth programme.

The Youth Work manager will have responsibility for the development of youth work initiatives with young people and other agencies in the wider Newcastle area.

The Youth Work Manager will have responsibility for the management of youth work staff, 'Empower to Transform' staff and volunteer team.

RESPONSIBILITIES AND DUTIES

1. Managing and Developing a Range of Services within YMCA Newcastle and the Designated Area.

To work directly with young people by assessing their needs and providing an agreed programme of activities designed to meet those needs, in line with the Youth Service Curriculum for NI and departmental priorities.

To develop an individual Annual Action Plan, in liaison with YMCA Newcastle Standing Committee and the Director of Operations.

Ensure the active participation of young people in the youth work programmes within the centre and designated area.

To manage the 'Empower to Transform' programme within YMCA Newcastle and contribute to the support of peacebuilding & youth vocational development across the movement.

Under the supervision of the Director of Operations, ensure that objectives are achieved through implementation, monitoring and self-evaluation of agreed work programmes.

Establish contact with, listen to, befriend, support and act as an advocate for young people.

Encourage and participate in the residential and outdoor education elements of the programme.

Promote and develop inter-community activities.

To engage in appropriate fundraising related to YMCA Newcastle including the writing of funding applications.

To write funding reports applicable to role and funding secured.

To provide support for part-time or voluntary youth groups within the designated area.

To engage where appropriate in outreach or detached youth work programmes within the designated area.

To be responsible for the day to day administration and finance associated with the post including budgetary control, record keeping, security and communication by telephone, email and in writing to ensure the smooth operation of the provision.

2. Developing Staff and Facilities at Newcastle YMCA Centre and Designated Area.

Work with staff and volunteers to develop, implement, manage and evaluate programmes of activities and services in line with the agreed priorities for YMCA Newcastle.

To be actively involved in the development and training of youth centre staff and volunteers.

Manage and organise staff rota ensuring appropriate and effective deployment of staff.

3. Working With Agencies to Develop Services within the Designated Area.

Work with relevant agencies to develop services within the centre and within the designated area.

4. Leading Project Development and Implementation within the Designated Area.

In line with agreed priorities, design and implement specific curriculum-related projects within the centre and within the designated area.

5. Management Responsibility for governance matters and staff at Newcastle YMCA and within the Designated Area.

To assume line management responsibility for the youth work staff and volunteer team within the centre.

To hold the position of Designated Child Protection Officer for Newcastle YMCA.

6. To represent the organisation locally and nationally at YMCA Ireland events and training.

To represent Newcastle YMCA at appropriate statutory, community and voluntary events.

A flexible attitude to the provision of services will be encouraged. A creative and innovative ability will be required to meet the stated objectives. The Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

Please Note: This is not an exhaustive summary of the responsibilities. The post holder will be expected to undertake any other duties of a similar nature as required for the role.

SCOPE AND LIMITS

The postholder has overall responsibility for a staff team including a volunteer team.

There will be budgetary responsibility.

The postholder is accountable to and supervised by the Director of Operations in liaison with the YMCA Newcastle Standing Committee.

PERSONNEL SPECIFICATION

CRITERIA FOR APPLICANTS

Please note - You must fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time-bound (e.g. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held

QUALIFICATIONS

ESSENTIAL	DESIRABLE
Relevant third level qualification in Community Youth Work or similar.	

EXPERIENCE

ESSENTIAL	DESIRABLE
<p>A minimum of 3 years Full-Time youth work experience within the last 10 years in a range of settings. e.g. youth club, group work, schools etc.</p> <p>OR</p> <p>Five years substantial Part-Time experience within the last 10 years (20+ hours per week).</p>	Experience of Detached/outreach work.
3 years experience of managing Staff and/or Volunteers.	Delivery of targeted group work.
Experience in promoting the participation of young people.	Experience of working alongside a voluntary management committee.
Minimum of 1 years experience in managing budgets.	Experience of working with young people aged 14+.

KNOWLEDGE AND SKILLS

ESSENTIAL	DESIRABLE
Knowledge of the Youth Service curriculum.	Knowledge of the YMCA movement in Ireland.
Knowledge of the needs of young people in the Newcastle area.	Ability to use basic Graphic design software e.g. canva.
Knowledge of Education Authority funding and reporting systems.	Knowledge/Experience of using online methods of capturing data e.g. Upshot, Insights, Google Forms etc.
Knowledge of key organisations in Newcastle that may support the delivery of YMCA's programme.	Understanding of building management, Health & Safety and Financial administration systems.
<p>Hold a valid driver's license and have access to a suitable vehicle (appropriately maintained and insured for YMCA business)</p> <p>Or other suitable forms of transport which will enable the successful candidate to fulfill the requirements of the post to the satisfaction of YMCA Newcastle.</p>	
Ability to assess needs and prioritise work.	
Confident in the delivery of youth work programmes in formal and informal settings.	
Proficient in the use of IT programmes including: Word, Excel, Google etc.	
Initiative and ability to plan and develop own work.	
Excellent Interpersonal and Communication skills.	

PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
Be motivated and enthusiastic.	
Demonstrate an ability to motivate and lead people.	
Be able to contribute to effective teamwork.	
Committed to working within an equal opportunities framework and to the Aims and Purposes of the YMCA.	

DISCLOSURE OF CRIMINAL BACKGROUND

We are committed to safeguarding children, young people, and adults, and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

You may be applying for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. If so, this post is not open to anyone who is included on the Children’s Barred List.

This position also falls within the definition of an ‘excepted’ position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means you must tell us about all offences and convictions, including those considered ‘spent’, which are not protected. If you leave anything out it may affect your application.

If you have applied for a position that is defined as regulated activity, and you are considered to be the preferred candidate and are being offered the position, you will be asked to undertake an enhanced disclosure check.. This will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included in a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Having a criminal record will not necessarily debar you from working with YMCA Ireland. This will depend on the nature of the position, together with the circumstances and background of your offences or other information obtained on a disclosure certificate.

Further details in relation to legislative requirements can be accessed on [About AccessNI | Department of Justice](#)