JOB DESCRIPTION

**JOB TITLE​**: Head of Youth (Youth Services Manager)

**RESPONSIBLE TO​:** Executive Officer

**CONTRACT​:** Full time permanent

**SALARY:** Salary Scale I3 (currently £40,036)

**HOLIDAY ENTITLEMENT​:** 30 days, plus 12 stat days

**JOB PURPOSE​:**

The Head of Youth will be responsible for overall leadership of all the youth work activities and programmes. This role requires operational leadership and management of people, programmes and partners. They will lead the Youth team to deliver youth services (programmes and activities) in various locations across Mid and East Antrim (MEA) including Carrickfergus YMCA’s own facilities. This Head of Youth will report to the Executive Officer and will be part of the senior leadership team.

**KEY TASKS​:**

**1. Strategy and planning**

**Work as part of the senior leadership team to**

* Ensure the implementation of youth development targets within the strategic plan, ensuring youth team priorities are worked into wider organisational planning
* Take responsibility for the overall monitoring, recording and communicating of outcomes across all YMCA youth services in line with funders requirements
* Establish relationships with key people and organisations across the youth work sector across MEA and with the Education Authority, Public Health Agency, PCSP and YMCA Ireland, promoting the work of Carrickfergus YMCA

**Working with the Executive Officer on developmental opportunities to**

* Take the lead on longer term planning and overall strategy for overall youth services
* Working with and engaging the youth team to effectively plan and prioritise strategic priorities and delivery
* Take the lead on liaising with schools, funding bodies and community organisations to identify new areas of work, new target groups and investigate new ways of working together to engage with young people
* Adequately plan, prepare and assist in applications for grant funding or contracts for youth services and be involved in any association fundraising initiatives

**2**. **Youth Work Delivery**

* To take the lead in coordinating and organising the Youth team to work together to ensure delivery of all programmes and activities within funders targets and KPI’s.
* To work alongside YMCA colleagues to design, delivery and facilitate high quality youth work experiences, personal development opportunities and creating safe spaces for young people
* To provide opportunities for young people to belong, contribute and thrive
* To ensure genuine co-production of youth services
* To create, maintain and develop effective working relationships with a range of stakeholders including young people, parents, teachers and other youth and community workers
* To fulfil the duties and responsibilities as YMCA Designated Child Protection Officer

**3. People Management**

**To effectively manage the Youth team, with the support of the Business Support Team**

* To be responsible for the management of staff; recruiting and supervising directly managed posts, ensuring induction takes place, training needs are identified and met, and staff supervision take place across the Youth team
* To effectively manage staff levels across the Youth team, overseeing the holiday and TOIL requests alongside other line managers, ensuring cooperative working
* To take the lead in staff communication, ensuring effective flow of information and that staff are aware of key developments
* To promote a healthy working environment, leading by example, and being accessible so that staff feel listened to and supported
* To identify and invest in learning and development of the staff team through both in-house and external training opportunities, including the development of own skills and knowledge within the post
* To set and update objectives for the team and to provide feedback to the Youth team and individuals on their performance
* To ensure that all staff policies are followed ensuring best practice is followed, when necessary, implement informal and formal disciplinary and grievance procedures

**4. Finance and Compliance**

**To ensure implementation of all finance, HR and health and safety requirements within the Youth team, with the support of the Business Support Team**

* To be responsible for the effective financial management of the Youth team budget, including comprehensive financial records; that there is budgetary control for all expenditure; to authorise expenditure and payments within delegated authority
* To monitor and maintain the health, safety and security of all youth work programmes alongside the BSO
* To conduct thorough risk assessments and effectively ensure that relevant Health and Safety legislation is adhered to
* Contribute to the monitoring, reviewing and evaluation of all youth work undertaken and ensuring that the Youth team are adequately reporting to all funding / statutory bodies
* To ensure excellent record keeping and maintaining high standards in report writing and collation and dissemination of data
* To ensure that all administrative and financial/ budgetary duties associated with the post are carried out effectively
* To ensure the implementation of all policies through the programme activities i.e. safeguarding of children and vulnerable adults, equal opportunities, anti sectarianism, sexual harassment, health and safety, risk assessment etc…

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.

**PERSONAL CONDUCT**

There is considerable direct contact with young people, parents, supporters, health and social work professionals, churches, teaching staff and the public in this role, therefore the successful candidate must be able to represent the organisation in a professional manner.

**WORKING HOURS**

This post will be full time with the expectation of working 35 hours per week.

The YMCA responds to the needs of young people and as a result some evening & weekend work will be required, it is therefore expected that the post holder will be flexible and respond to needs.

Time off in lieu (TOIL) will be negotiated with the Executive Officer.

**DISCLOSURE OF CRIMINAL BACKGROUND**

This post will involve ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, therefore the post holder will be subject to an ACCESS NI check.

**DISABILITY**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

**EQUAL OPPORTUNITIES**

Carrickfergus YMCA is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998.

**CHRISTIAN ETHOS**

This role has a genuine occupational requirement that the post holder must be in support of Carrickfergus YMCA’s Christian ethos and ensure that youth work programmes can support this objective.

**PERSON SPECIFICATION**

|  | **Essential** | **Desirable** |
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| **Qualifications** | A professional qualification in Community Youth Work, either Bachelors or Masters Degree | Professional development which demonstrates expertise in working with young people    Management practice qualification |
| **Experience** | Three years’ experience of working with young people in a youth work or training environment    Experience of planning and delivering across multiple programmes and delivering agreed outcomes  Recent experience of managing staff within the community youth work minimum 3 full time staff.  Financial management of budgets  Implementation of risk assessment, health & safety and safeguarding procedures | Experience of working with a wide range of young people    Experience of working with young people with complex needs    Evidence of partnership working with other agencies / statutory bodies / strategic partners  Financial management of multiple cost centres |
| Knowledge | Knowledge and understanding of Community Youth Work practice    Knowledge of Safeguarding and working with children and vulnerable adults | Acted as a Designated Protection Officer  Knowledge of health promotion, informal education and detached youth work practice  Trained in ASIST and MHFA |
| Skills | Evidence of strong communication and interpersonal skills    Evidence of the ability to engage with young people in various settings    Evidence of competency in IT, self-organisation and record keeping in line with GDPR responsibilities | Demonstrate innovation, creativity and use of initiative    Computer literate, including Microsoft Office, Google workspace and Upshot |
| Other | Evidence of ability to work with others in a team and ability to work independently to meet targets and deadlines.    Due to the nature of the post, it is essential that the successful applicant will hold a full driver’s licence and have access to a car which they can use for business use. |  |