



Job Description

Post:	Youth Work Manager
Salary:	£10.00 per hour
Hours:	6hrs p.w weekday evenings
Accountable to:	The Board of Trustees

PURPOSE OF THE POST

Our weekly youth group has been running for over 20 years and our success has been down to our team responding to the changing needs of the young LGBT+ community in Milton Keynes. The youth team coordinate and deliver an exciting range of activities that capture and reflect the interests of young LGBT+ people.

The Youth Work Manager will take a lead managing this thriving group. You will motivate and develop our team of Youth Workers and volunteers to help them deliver benefit to young people in Milton Keynes.

DUTIES AND RESPONSIBILITIES

1. To ensure that the Service continues to deliver high quality provision to young people by contributing to internal quality assurance processes. Including use of the Toolkit (NAOMIE) model to plan, deliver and evaluate programs alongside the staff team and young people.
2. To embed principles of participation in the delivery of all youth work from the project. This should include enabling and encouraging young people to actively participate in decision making and consultation processes within the group and the wider community, by supporting them to play a lead role in the planning, delivery and evaluation of youth projects.
3. To develop effective joint working with colleagues within Q:alliance, as well as partner agencies, to maximise the range of opportunities available for young people in the group, as well as the local youth community that surrounds it.
4. To ensure that services are delivered in response to young people's needs by undertaking and contributing to needs assessments.
5. To take an active role in the recruitment, induction, line management and regular supervision of the youth workers and volunteers.
6. To actively seek funding to enhance the activities in the group and increase the range of project opportunities available to young people.
7. To be responsible for the risk assessment and general health and safety of all youth work projects delivered at the group
8. To be the safeguarding lead for the Q:Youth Group and reporting all safeguarding concerns to the chair of Trustees.

9. To oversee the management of the group, liaising with partners and other users of the youth centre to ensure the effective use and development of the centre as a resource; primarily for young people but accessible to the community as a whole.
10. To attend, contribute to and support the delivery of meetings and training courses as required.
11. To maintain appropriate records and produce written reports, as required by the Trustees of the organisation.

ADDITIONAL REQUIREMENTS

The job holder must work within all the policy guidelines that exist and where policy does not exist, best practise and precedent should be considered. It is important that the job holder is aware of and actively working towards the principles of our Equal Opportunities Policy.

A degree of flexibility may occasionally be necessary and weekend work may be required. The post may require some travel within the Milton Keynes area for which travelling expenses will be paid.

LIASON

The job holder may be expected to establish and maintain good working relationships with both statutory and voluntary organisations in the field and others whose work may impact on the work of the organisation.

TRAINING AND PROFESSIONAL DEVELOPMENT

In order to be effective in their work, the job holder will be expected to keep themselves informed on current issues related to the work and to undertake appropriate training. A limited number of training opportunities will arise and the job holder will be encouraged to take them up as appropriate.

EQUAL OPPORTUNITIES STATEMENT

Q:alliance is firmly committed to the principle of Equal Opportunity. As an employer and service provider, Q:alliance seeks to ensure that no job application, volunteer, employee or user of service receives any less favourable treatment on the grounds of disability; racial, national, cultural or ethnic grouping; gender; marital status; dependant support; sexuality; and regardless of HIV status; age or religious beliefs.

EXPENSES

Expenses will be paid to the job holder and the Expenses Policy lays out the procedure to be followed.

Last amended: 23.04.18

PERSON SPECIFICATION

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <input type="checkbox"/> A JNC recognised qualification in Youth and Community Work and/or hold a teaching qualification prior to 31st December 1988* <input type="checkbox"/> A First Aid Qualification <p>Unqualified applicants will be considered based upon previous experience</p>	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understanding of youth work as an educational processes <input type="checkbox"/> Knowledge and understanding of issues affecting LGBTQ+ young people's lives. <input type="checkbox"/> Knowledge of national/local Youth Work initiatives e.g. A framework of outcomes. <input type="checkbox"/> Understanding of how to manage, lead and motivate a team <input type="checkbox"/> Good ICT skills, literacy and numeracy. <input type="checkbox"/> Experience of group processes, including team building and development, and ability to work as part of a team. <input type="checkbox"/> Communication, presentation, research and evaluation skills <input type="checkbox"/> Ability to vary styles of leadership to suit different groups and settings. <input type="checkbox"/> Organisational and administrative skills. <input type="checkbox"/> The ability to plan and deliver work effectively and manage resources effectively <input type="checkbox"/> Personal motivation and commitment to learning and development. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<p>Experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have recent and effective experience of working in a range of youth work settings <input type="checkbox"/> Developing effective professional relationships with young people and adults, e.g. develop roles and negotiate clear boundaries <input type="checkbox"/> Delivery of youth work within a diversity /equalities framework <input type="checkbox"/> Working with groups in formal and informal settings. <input type="checkbox"/> The delivery of training and accreditation programs for young people <input type="checkbox"/> Evidence of effective partnership work at operational level 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓

Competencies

- Listening and Communicating:** The ability to receive, understand and convey information and ideas effectively to others.
- Self development, technical and professional expertise:** The ability to develop ones self to ones full potential applying technical and /or professional knowledge and expertise.
- Flexibility and Adaptability:** The ability to approach things freshly, with an open mind, and to adapt to change.
- Team working and Relationship Building:** The ability to build mutually beneficial and productive relationships between individuals working in a team or with other teams or individuals.
- Respecting Others And Valuing Diversity.**
- Planning and Organising:** The ability to plan, monitor and deliver work to meet performance objectives.
- Partnership Working:** The ability to work with internal and external providers or similar or complimentary services to achieve better outcomes for our community.

Safeguarding Competencies

- Motivation:** Demonstrates understanding of self and how past experiences have contributed to personal development and motivation to work with young people
- Authority:** Demonstrates behaviour consistent with creating an open learning environment with young people; Uses authority to provide direction and build the capacity of others
- Integrity and Ethics:** Demonstrates the personal capacity to maintain professional boundaries and relationships and generate a safeguarding environment; Demonstrates ethical standards consistent with the duty of care to safeguard young people
- Emotional Resilience:** Demonstrates the emotional resilience to work in demanding situations; Able to deal calmly and effectively with emotional or challenging situations and people, including young people
- Effective Team Member:** Able to work effectively with others, cooperates with colleagues, helps the team to achieve its goals

Other requirements:

- Access to / use of a vehicle is an essential requirement.
- This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a criminal record check as part of the recruitment process.
- Willingness to work unsociable hours as prescribed in the JNC conditions.
- Commitment to continuous professional development.