

Job Description – HRH Young People’s Services Manager

Name of employee:.....

Job Title: (HRH) Young People’s Services Manager (35hrs per week)

Rate of pay: £30,903.60pa (under review) working 12:00pm to 8:00pm Monday to Friday

Overall Description:

1. Working with the Director and Head of Services you will ensure that young people have opportunities to engage in a wide range of activities programmes
2. To lead on the co-ordination and development of structured programmes that raise the aspirations and achievement of young people through accredited activities
3. To provide clear support within the centre for children and young people to progress through participation and activities.
4. Strengthened our offer of detached and outreach youth work. Deliver an outcomes-focused offer that is effectively supported and delivering quality youth work across Highbury.

Please note that this post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974. HRH is committed to safeguarding children and vulnerable adults, so all applicants will be subject to HRH’s safer recruitment process.

Reporting to: HRH Director/Head of Services in his absence

Duties and Responsibilities:

1. To lead on the operation and co-ordination of a broad range of activities for children and young people with a focus on those aged 11 -19years old.
2. With the Director agree a clear work plan to agreed timescales and targets for the engagement and progression of young people in the Highbury & Islington Area. The programme will follow the SLA with Islington Council.
3. Manage and supervise all youth work staff and other support roles ensuring high quality delivery.
4. Involve young people and community members in the co-design of the new full-time service model.
5. Put in place all the operational systems needed to develop a safe, empowering and inclusive open access and structured youth service.
6. Ensure that support services delivered from our new community building, like counselling, sexual health services, keep fit are supported and widely promoted.
7. Harness the expertise of new Locality Networks, local providers and youth services that are committed to improving the collective offer to young people.
8. Ensure that youth work practice is supported through professional development, supervision and training.
9. Ensure that all activities are evaluated, outcomes are tracked and there is a continuous and ongoing process of learning and improving. You will need to use both The Council’s data collection system and Upshot.
10. Ensure that all work is undertaken within an inclusive equalities framework to ensure that the diverse profiles and needs of young people are served proactively.

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11. Be able to manage a budget and deploy resources efficiently while always seeking best value.
12. Ensure that you engage in networking activities and relevant forums.
13. You will be required to attend management committee meetings, to discuss youth work, some of which will take place in the evening.
14. You will be required to work flexibly and at times cover evening youth work sessions.
15. Recruit, manage and monitor the work of tutors and specialist staff to ensure effective use of resources, quality of delivery and impact of programmes
16. To promote and advertise activities taking place with all agencies and services working with children and young people in the area.
17. Deliver direct work with young people providing support and guidance, signposting where necessary to additional targeted support work as required
18. You will be required to explore potential funding opportunities to develop future programmes of work that support young people’s opportunities for making a positive contribution.
19. To ensure all the services are provided in accordance with the organisation’s commitment to excellent service provision to users.
20. To ensure that duties are undertaken with due regard and compliance with the Data Protection act and other legislation.
21. To take responsibility for all health and safety requirements in the delivery of activities within the provision, ensuring all staff follow best practice and that appropriate risk assessments are undertaken.
22. To produce both written and verbal reports on the progress of the work and present to the organisation’s management Committee and Director as requested.
23. To keep up to date with developments in the field of work with young people ensuring that the organisation’s work responds to priorities and needs identified through local planning and commissioning arrangements
24. To undertake suitable training and personal development activities. To constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
25. Any other duties which may be required consistent with the remit of the post.

Please sign that you agree to the above:

Signed.....

Print name.....

Date.....