



Youth Work Manager

Applicant Pack



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Why this pack?

This pack has been created to give applicants the information they need to consider applying for the position of *Youth Work Manager* at Godalming Town Council.

How to apply:

To apply for this position, please complete the written application form available at www.godalmingyouth.uk (also available at <https://godalming-tc.gov.uk/job-vacancies/>).

When completed, please send it via e-mail to youthofficer@godalming-tc.gov.uk. You will receive an automated response when the email is received, which you can take as confirmation of safe delivery.

Application deadline for applicants:

All initial applications should be submitted by **17th November 2024 at midnight**.

Initial shortlisting will occur during the week commencing **18th November 2024**. In the event of a high volume of applicants, it may take some time before you receive a response.

Informal discussions or questions about the role

If you would like an informal discussion about this role, you are welcome to contact Tom Manning, Head of Youth Services. Tom can be contacted via email: youthofficer@godalming-tc.gov.uk, or via phone (07818011931). Booking a time via e-mail for a phone call is the preferred method for this.



Overview from the Head of Youth Services

Thank you for your interest in joining the Godalming Youth Service.

Why does Godalming have a 'Youth Service'?

Godalming Youth Service is part of Godalming Town Council. The Town Council completed a public consultation regarding youth provision in 2021. During this consultation, 89% of respondents stated that they supported Godalming Town Council providing a universal, free-to-access youth drop-in for secondary school-aged children.

As a result, the Town Council established Godalming Youth Service in 2022. The Youth Service has grown and developed, reaching a high segment of the youth population. We are now looking for a '*Youth Work Manager*' to support the continued growth and development of Godalming Youth Service.

What does Godalming Youth Service provide?

The youth service's function is to provide high-quality youth work. The main services provided are:

- **Broadwater Youth Centre:** open every weekday afternoon and evening, offering a diverse range of youth programmes.
- **Mobile Youth Project:** provides mobile, detached and outreach youth work on weekday afternoons, plus some in-school youth work.
- **School Holiday Programmes:** The youth service operates during most school holidays

What does the future look like and why is the role being developed?

Having grown swiftly since opening in April 2022. The National Youth Agency's guidance is that there should be two Level 6 JNC qualified youth workers in every secondary school area¹. Which is why, Godalming Town Council which is deeply committed to youth work, are now looking to recruit a second youth worker.

The 'Youth Work Manager' will bring fresh leadership, focusing on managing, supporting and developing the team. It is an opportunity to be part of 'real youth work' supporting a passionate, friendly and dynamic team.

I hope you will consider applying and look forward to receiving your application.

Yours Sincerely,

Tom Manning, Head of Youth Services

¹ <https://nya.org.uk/youth-survey-2024/>

Role Overview

As the Youth Work Manager, you will lead and inspire a team of passionate Youth Support Workers to deliver exceptional youth work programmes. You will be responsible for managing, supporting, and developing the service's Youth Support Workers (3.46 FTE).

You'll work closely with the Head of Youth Services to develop and implement innovative strategies that address the needs of Godalming's young people. Key responsibilities include team management, service delivery, partnership building, and performance evaluation.

The ideal candidate will have proven experience in youth work management, strong leadership skills, and a deep understanding of the challenges and opportunities facing young people today. This permanent position offers job security, the chance to make a real impact, and opportunities for professional development.





Job Description

Job Title:	Youth Work Manager
Grade:	JNC 17-20, plus London Fringe. This equates to a starting salary of £34,042
Location:	Broadwater Youth & Community Centre, Summers Lane, Farncombe
Reports to:	Head of Youth Services
Responsible for:	Youth Support Workers
Hours of Work:	37 hours per week

Principle Responsibilities

To be the operational lead for Youth Services in Godalming, providing a combination of youth work delivery and community related projects in order to promote the personal, educational, creative and social development of young people, helping them reach their full potential. To provide supportive environments where young people learn to:

- discover exciting new ideas and activities they are unlikely to experience anywhere else;
- experiment, make mistakes and thrive;
- treat themselves and others with kindness and respect; and
- be motivated, positive and resilient.

Principle Accountabilities

- Responsible for the management of the Youth Support Workers, ensuring all youth provisions are safe and welcoming and all necessary administrative duties are performed.
- Lead in the management of outreach activities.
- Working with the Head of Youth Services to develop and maintain strong community relationships with external stakeholders i.e. schools and colleges, and develop relationships with youth networks in Godalming.
- Support young people to engage with the youth services.
- Lead on youth work session planning and delivery.
- Work with the Head of Youth Services to facilitate the delivery of creative and partnership projects.
- Lead on consultation with young people, identifying issues affecting them and how their needs can be met. Identifying and referring when targeted youth support is needed.
- Mentor, coach and support individuals, encouraging young people to develop their self-awareness, independence and individuality.
- Ensure that all provisions/projects are properly documented, are delivered within budget and that work is evaluated and data input into management systems.
- Lead on the development and delivery of needs-led programmes. Examples might include working with young people who identify as LGBTQ, or those young people who are at risk of school exclusion.
- Stay informed on legislation, local and national issues, and best practice in youth work.
- Being a Designated Safeguarding Lead, ensuring child protection procedures are followed and that the safeguarding of young people is paramount.
- Carry out all duties in accordance with Godalming Town Council policies on Health & Safety, Child Protection and Data Protection, and with relevant legislation.
- Act as a role model for young people, inspiring them to engage in services.
- Any other duties appropriate to the post as directed by Godalming Town Council.

Person Specification

Personal Qualities

Positive and self-driven, able to work independently and as part of a team.

Education, Qualifications & Experience

- Professional JNC qualification in Youth and Community work or equivalent.
- Experience of managing staff in a youth work setting.
- Experience of working with young people to deliver high quality youth initiatives.
- Experience of organising events and/or project management.

Work Experience & Knowledge

- Excellent communication skills with the ability and confidence to establish positive relationships with young people and motivate them to participate in activities and events.
- Very good organisational and administrative skills with proficiency in Microsoft Office.
- Financially aware with the ability to plan budgets.
- Strong writing skills with the ability to write reports and promotional material.
- Ability to potentially represent Godalming in meetings and stakeholder events and give presentations.
- Ability to think strategically using field, desk and academic research to develop policy.
- Understanding and appreciation of the importance of monitoring and evaluation.
- Politically and creatively aware and 'plugged in' to emerging youth sub-culture with a good knowledge of social media.
- Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership.
- Ability to prioritise effectively and enjoy multi-tasking in a busy environment.
- A believer in strongly supportive environments, sharing and being open with colleagues.
- Ability to operate within professional boundaries when developing and maintaining relationships with young people and the wider community.
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour.



How to apply?

To apply for this post, email a completed application form to youthofficer@godalming-tc.gov.uk

The application form can be found on the Godalming Town Council website or at:
www.godalmingyouth.uk

If you have any questions or would like an informal discussion about the role, call Tom on:
07818011931