

## **JOB DESCRIPTION**

<b>Job Title:</b>	Youth Work Manager
<b>Grade:</b>	JNC 17-20
<b>Location:</b>	Broadwater Youth & Community Centre, Summers Lane, Farncombe
<b>Reports to:</b>	Head of Youth Services
<b>Responsible for:</b>	Youth Support Workers
<b>Hours of Work:</b>	<b>37 hours per week</b>

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### **1. 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.

### **2. 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**

**Job Title:** Youth Work Manager

**Reporting to:** Head of Youth Services

### **Personal Qualities**

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

### **Education, Qualifications & Experience**

- Qualified in Youth or Community work or other suitable young people related qualification.
- 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.