

Job Title:	Youth Work Manager
Location:	Dorchester Youth and Community Centre, Kings Road, Dorchester, DT1 1NJ
Responsible to:	Dorchester Youth and Community Centre Trust Chair
Hours:	20 hrs per week (with annual leave of 4 weeks and bank holidays, pro rata)
Salary:	£31,000 pro rata

Job Description

Main duties:

- manage a team of part time and volunteer Youth Workers delivering youth club sessions, programmes for NEET, Outreach work, and the Piddlehinton camp project.
- act as Lead Youth Work professional on Safeguarding matters.
- develop plans for projects, manage and track budgets, and produce accurate reports
- promote the Centre to young people in the town and develop the youth programmes further.
- maintain contact with Dorset Council and other youth organisations and stakeholders in the town to maximise the effectiveness of our offering.
- assist the Trustees to fundraise and make grant applications.

Tasks:

- manage a team of part-time paid Youth Workers and volunteers, to deliver youth club sessions, NEET programmes, Outreach work, and the project at the Piddlehinton Gypsy Roma Traveller camp.
- provide leadership for the youth work, attend each session or project periodically, and arrange and in the last resort provide cover for occasional absences of Youth Workers.
- organise the hours, rotas, leave and sickness cover of the Youth Workers.
- maintain records of young people attending and records on Centre activities.
- provide supervision and line management of Youth Workers, monitor staff and volunteers' performance and conduct annual appraisals, agreeing appropriate training within allocated budgets.
- attend Youth Work courses to keep your own professional knowledge of best practice and regulations/guidelines are kept up to date.
- assist the Trustees in the recruitment of Youth Workers by participating in shortlisting, interviewing and selection, and co-ordinate the induction and training of appointees.
- act as the on-call Manager and the backup cover in case of absence of one of the Youth Workers.
- act as the lead professional for all Safeguarding matters, maintaining records, submitting reports to Children's Services and all other agencies required, and attending case reviews.
- develop plans for projects and activities undertaken with Unrestricted funds; manage projects effectively, utilising the support of the Administrator, using resources efficiently and keeping costs under control; produce with the support of the Administrator accurate forecasts and financial reports for funders and trustees; ensure financial compliance with legal, Charity Commission and funder requirements; communicate effectively on financial matters to youth workers.
- line management of the senior Youth Workers and the Administrator including conducting appraisals.

- ensure that the youth club sessions are appropriately resourced (in accordance with all legislation, guidelines, policies and good practice) from agreed budgets, and assist the Trustees to identify and obtain additional resources where needed.
- ensure all health and safety requirements are satisfied.
- ensure that Centre policies are in place, are kept up to date, and followed.
- provide monthly reports to the Trustees on operational matters.
- promote the Centre to young people as a place to go (e.g. in schools, skate parks and other places young people meet), reaching out to sections of the population and age groups who are most vulnerable and in need of support.
- maintain contact with Dorset Council and other youth organisations and stakeholders in the town, to maximise the effectiveness of our offering, avoid duplication of activities, and facilitate referrals of young people to be made (both ways).
- maintain contact with Dorset Council staff undertaking targeted Youth Work, encourage use of the Centre by them and by the young people served.
- work with the Trustees to develop budgets for all the aspects of the operation of the Centre and regularly review with the Trustees actuals vs budget and the financial position of the Centre.
- attend meetings of the Trustees (likely to be evening meetings approximately quarterly).
- assist the Trustees in the preparation of bids for funding and one-off grants.
- work with the Trustees to maintain the current Youth Work offering, develop additional services and secure the funding to make them possible.
- monitor the use of the Centre facilities and advise the Building Responsible person of any required maintenance and suggested development issues.
- consult with user groups using the building on an ad hoc basis, on their satisfaction or any issues.
- undertake any other reasonable duties as required by the Trustees.

An enhanced DBS clearance is required.

The Trust will arrange Youth Work supervision for the post-holder by an experienced professional in Youth Work.

Person Specification

Skills and experience:

- Knowledge of legislation, regulations, policies and procedures associated with Youth Work and of Safeguarding issues.
- Understanding the needs of young people and of communities.
- A track record of delivering Youth Work provision.
- Level 3 qualification in Youth Work Practice.
- Ability to manage a team.
- Good organisational and planning skills.
- Ability to set and manage budgets.
- Ability to write proposals, make presentations, and be an effective communicator.
- Computer literate and familiar with Microsoft Office applications.

Personal qualities:

- Ability to work on own initiative with a positive and creative attitude.

- Non-judgemental approach.
- Excellent communication, listening and negotiation skills.
- Ability to build good relationships with young people, to establish mutual trust and respect.
- Sensitivity, tact, patience and resilience.
- Flexibility with regard to working hours.