# Role Description for Senior Youth & Community Development Manager

We are looking for an experienced and qualified Senior Youth Worker to take on the management of the Sylvia Beaufoy Youth Centre and to lead and develop PYA’s programme of youth and community activities. The role will be based at the Sylvia Beaufoy Centre and within the local community of Petworth and surrounding villages. This person will take the lead in devising an engaging programme of youth and community activities that supports the development of young people, building on the heritage of the Youth Club. They will also foster an increasing role for the SBC as a “hub” at the heart of the local community which hosts activities run by other local groups.

**Starting date:** ASAP **Hours:** 37.5hrs/week

**Holiday:** 5 weeks plus bank holidays

**Salary:** £31,200pa Plus Pension Contribution (£15/hr)

**Place of work:** Based at Sylvia Beaufoy Youth Centre.

**Employer:** Petworth Youth Association, Accountable to the Management Committee.

**Purpose of role**

Responsible for the development, leadership and direction of community based youth work provision, based at the Centre but covering the geographical area of Petworth and surrounding villages (Tillington, Duncton, Graffham, Northchapel, Fittleworth).

Bring guidance, leadership and inspiration to the team of sessional youth workers and volunteers at the SBYC.

Manage the Youth Centre, identifying opportunities for new youth and community programmes and activities at the Centre – in order that the ManagementCommittee can seek external funding for these activities. Assist in fund raising for youth activities as necessary (primary responsibility is with Management Committee). It is envisaged that the Centre will be a “host” for other community programmes, working in partnership with other local organisations (ie not seeking to run these activities ourselves)

Work in partnership with other youth workers in the area to develop links with Midhurst Rother College and Midhurst Youth Association, making the most of opportunities to promote joined-up youth work and strategic thinking across the area.

**Key Responsibilities**

Develop, deliver and lead varied and innovative activities at the Centre which are safe and fun for the young people (aged 12-19) who attend. Ensure these programmes respond to the key needs of the young people.

In particular for 2020 :

* Deliver the Hyde “Power to the People” programme, communicating the purpose and goals of the programme to the team of sessional workers and young people, and meeting the Hyde goals of engagement. In particular ensure consistent engagement with Hyde residents, support at least 12 Hyde residents into volunteering opportunities and support a number of Hyde residents to move forward and become “Job ready”
* Assist in the management and delivery of the Awards for All programme of training workshops for volunteers and young people – providing 10 workshops over the course of the year covering a broad curriculum of skills related to working with and alongside young people
* Manage and oversee the Greenpower and HWM Custom Car challenge programme, balancing the resource demand against other priorities within the Centre

Ensure the Youth Club promotes social inclusion and supports vulnerable groups of young people.

Build intentional relationships with young people with the purpose of fostering their physical, mental and spiritual development, in line with the Objects of the PYA Trust Deed

Build a strong team of sessional youth workers so that the programme can be covered across the full year. Identify training needs and work with trainees and youth workers to build skills and confidence

Recruit, coordinate, train and motivate volunteers to workalongside youth workers at the Centre.

Ensure the highest standards of safety and protection of children, young people and other vulnerable people who attend PYA’s activities, working with the Trustee responsible for Safeguarding. Ensure that all health and safety instructions are followed, and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.

**Outreach to Community**

Establish relationships and activities with local schools, primarily with MRC but also with Petworth Primary School

Build working links with local secular authorities (council, police, etc)

Establish relationships with local networks of youth leaders and youth workers

Ensure there is good communication and publicity associated with youth and community events

Continue to raise the general profile of Youth work at the Centre in the community in order to excite and inspire the members of the communities.

Form good networks with other community groups to build a wider base of activities running at the Centre outside of youth club hours – to foster community cohesion and develop a consistent income stream from external lettings

**PERSON SPECIFICATION**

**Essential**:

Experienced in community based youth work, with evidence of formal and informal training in youth work skills (see below)

Able to lead and build a team and to support and empower other members of the team to grow and develop as necessary

Excellent and proactive communication skills

Able to build and maintain positive relationships with people of all ages

Able to relate well to young people and their parents/carers and able to demonstrate non- judgemental listening & questioning skills.

Able to inspire and encourage commitment from adult volunteers

Self-motivated and self-starter with a track record of developing new programmes and ideas

Able to use creative and innovative techniques to solve problems and develop initiatives.

Able to work independently, while sharing information and contributing to PYA’s strategic goals

Organised, able to prioritise tasks and meet deadlines and able to work efficiently and accurately under pressure

**Qualifications and Experience**:

JNC recognised qualification in youth work to professional level or able to demonstrate equivalent experience

Experience in leading youth work within open access community youth work setting, and of managing a team of youth workers

Experience in leading a team of volunteers

Experience in building community links e.g. with schools, local authorities, and agencies

Able to effectively use relevant communication channels and social media to promote the Youth Club’s activities. Competent with ICT.

A clean DBS Enhanced Level check

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| **Key Skills**  Ability to work with young people to develop programmes and/or activities that respond to their interests, offer challenges and meets their identified personal & social development needs  Ability to build effective and positive relationships with a wide range of young people and community based groups  Good communication and interpersonal skills in order to provide clear and concise guidance to a range of young people, including the ability to use initiative to answer unanticipated queries from both young people and members of the community.  Strategic thinker able to interpret and pull together a variety of ideas and sources of information in order to answer queries, solve problems and/or develop practical solutions.  Able to ensure that the views of young people are central to service planning, delivery and evaluation  Ability to work as part of and lead a team to motivate, support team members, other staff and colleagues. Able to develop staff including the monitoring and maintaining of staff performance and coaching staff.  Ability to work to on your own initiative and attend identified training to maintain work standards within current legislation, policy and/or quality standards especially in relation to budgets, equality of opportunity and health & safety.  Good Standard of literacy and numeracy |