
Job description

Job Title	Youth Worker Leader in Charge
Responsible to	Youth Worker Co-ordinator
Responsible for	Supervising Volunteers and Youth Workers

Job Purpose

To have a passion for working with young people in different areas of Coventry. Working closely with the Youth Work Manager to identify the resources and needs in each area for young people. Taking ownership of planning and delivering and taking lead of sessions whilst being responsible for the supervisions of staff and volunteers.

To assist the staff team in identifying good youth work practice and support them to develop their practice by being a role model, coach and trainer.

Key Tasks and Responsibilities

Youth Work

1. Be responsible for planning and leading sessions both in an open access youth club setting and doing outreach projects.
2. Being responsible for supervising staff and volunteers.
3. Supervise groups of young people and the activities running at each session. This may include informal learning, games, arts and crafts, community or environmental projects, outdoor activities and sporting activities in both a youth club setting or in a outreach format.
4. Engage and build appropriate relationships with all young people who attend the session or out in the community.
5. Establish an inclusive culture in all provision; where all are, welcome and supported to participate, and where respect, honesty and trust enables young people to thrive.
6. Carry out risk assessments as required.
7. Deal with any issues which arise during the session in an appropriate and timely manner and escalate any issues or concerns accordingly.
8. Adhere to the YMCA and site policies and procedures on all aspects of Health and Safety and Safeguarding.

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9. Engage with Parents, Carers and other members of the community.

Staff & Team Working

10. To promote continuous improvement, including contribution to continuous improvement plans.
11. To ensure best practice through internal auditing and self-monitoring.
12. To line manage staff, act as first point of contact and effectively manage, supervise and develop staff, apprentices and volunteers
13. To ensure staff within the youth team liaise effectively with other departments and centres and that service commitments are delivered.
14. To work within the team, ensuring a positive team working environment is maintained and multidisciplinary practice is promoted.
15. To provide cover in the absence of the Youth Work Manager or other colleagues in Youth Worker Leader in Charge roles.

Other

16. To maintain an efficient service through effective budget monitoring.
17. To ensure the service has a positive reputation and good relationship with all stakeholders, including people in the local community, families and friends of the people who use our service.
18. To ensure all records are maintained accurately by staff for the service being delivered.
19. To act in the interests of your safety and the safety of others at all times, ensuring that all concerns are reported and correct process followed in relation to safeguarding/health & safety.
20. To ensure the Health and Safety policy is implemented within all activities at each of the locations, to carry out risk assessments and hazard reporting in line with the health and safety policy and procedure.
21. To undertake any other tasks commensurate with the role as requested by your line manager.

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Scope and Limits of Authority

The Association has a Code of Conduct for all staff and Delegated Authorities that set out the extent of Board's delegated authority to the Chief Executive. Some levels of authority will be delegated to the post holder and these will be detailed in the document entitled Delegated Authorities as reviewed and updated by the Board from time to time.

General obligations

1. To promote a caring, helpful and unbiased attitude towards all service users, residents and other members of the general public and to maintain an impeccable standard of honesty and professionalism in all such dealings.
2. To adhere to the YMCA's Health & Safety, Equal Opportunities and other policies and contribute as required.
3. To promote the activities of the YMCA in a positive and conducive way to all staff, service users, residents, other organisations and general public.
4. To develop good working relationships within the YMCA, across all departments and centres.
5. To support and work within the Christian aims and purposes of the YMCA.
6. To ensure full compliance across all services with the associations safeguarding standards. Ensuring that all services operate within the procedures for the relevant Local Safeguarding Board and the associations own policies and procedures.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by and faithful to, our Christian Values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

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Person Specification – Youth Work Manager

JOB CRITERIA	Essential	Desirable
Work Experience		
Experience of working with young people aged 11-19	✓	
Experience of a range of children’s and young people’s programmes	✓	
Experience of planning dynamic programmes for young people	✓	
Experience within the YMCA Movement in different roles		✓
Experience of establishing new programmes of activity with young people in the communities		✓
Delivering Youth Work both centre based and detached		✓
Experience of managing staff and volunteers		✓
Qualifications		
Level 2 in youth Work or willing to study	✓	
Level 3 in Youth Work or equivalent		✓
Skills		
Ability to relate and communicate with young people	✓	
Proven Skills to manage Staff and Volunteers	✓	
To have strong interpersonal skills and a proven ability to develop relationships with a range of organisations, partners and funders	✓	
To have excellent communication skills (written, verbal and presentation)	✓	
To have excellent IT skills using MS office, E-mail and Internet	✓	
Knowledge Of		
Youth & Children’s provision	✓	
Children Act	✓	
Children’s Play	✓	
Working with Young people and special educational needs and disabilities	✓	
Awareness of the difficulties, challenges and Barriers that young people experience	✓	
Personal Attributes		
Supportive of the Christian values of the organisation	✓	
Diplomacy and sensitivity to internal and external political issues	✓	
Be an advocate for the YMCA		

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Able to relate to church leaders and leaders of other faith communities	✓	
Carry out any additional duties as directed by Youth Work Manager as and when required	✓	
Other Circumstances		
Full UK/EU driving licence or demonstrate the ability to travel to sites and offices within the localities that we operate.	✓	
Flexible with regard to working hours as required including availability to work on an "on Call" rota and provide cover sometimes at short notice.	✓	
Ability to attend evening youth work delivery, committee and Board meetings and work at weekends	✓	
Ability to travel to other sites within the National Movement and stay away as needed on occasions throughout the year		✓

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