

---

## Job description

<b>Job Title</b>	Youth Work Manager
<b>Responsible to</b>	Agreed Director
<b>Responsible for</b>	Staff and volunteers within scope of the job role

---

## Job Purpose

To lead the development of high quality, engaging universal youth work provision in three specified areas of the city of Coventry, working to maximise opportunities through collaboration with other projects within the YMCA and with the Coventry Youth Partnership to ensure the successful development, delivery, monitoring, evaluation and reporting of the project.

Managing the employment and development of Youth Work Coordinators, as required, a part time youth work administrator and sessional specialist workers to develop local open access activity to support good quality engaging, universal youth work in three key areas of Coventry.

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.

To develop and deliver young leader training and initial youth work training for volunteer youth workers to create a cycle where young people can move from being receivers of service to participants and role models for others.

To build a volunteer workforce over the three-year cycle of the project to contribute to a sustainability strategy over and beyond the life of the project.

To engage local businesses and organisations to contribute to the programme and running costs of the projects so that the project can extend beyond three years.

To work with over 400 young people over the life of the project.

## Key Tasks and Responsibilities

### Youth Work

1. To ensure project milestones are achieved efficiently and effectively and are reported to the project's consortium group, YMCA Management and Board and BIG Lottery Fund.
2. To ensure that all work is undertaken within the policies and procedures of the Association so that all staff and young people enjoy a safe environment where they can belong contribute and thrive.
3. To ensure that all work is recorded and reviewed in line with Youth Work best practice.

**YMCA COVENTRY AND WARWICKSHIRE**

Youth work funded by:

---

4. To become conversant with all operating requirements of the funder so that every aspect of the project is conducted in accord with those requirements.
5. To work with other partners locally and city wide to ensure the Youth Investment funded project aligns itself with the wider development of the voluntary youth sector in Coventry, regionally and nationally.
6. To represent the association at agreed external meetings and report back to staff and management.
7. To seek opportunities for additional funds to continue to deliver youth work opportunities for young people in Coventry.

#### Staff & Team Working

8. To promote continuous improvement, including contribution to continuous improvement plans.
9. To contribute to the review of paperwork, policies and procedures and systems used to improve service and delivery both at a project and organisational level.
10. To ensure best practice through internal auditing and self-monitoring.
11. To line manage staff, act as first point of contact and effectively manage, supervise and develop staff, apprentices and volunteers
12. To provide training, support and guidance to staff, ensuring that all staff have completed all mandatory training and any training specific to the service.
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 plan and chair staff meetings and ensure minutes of each meeting are kept on file and distributed to staff.

#### Other

16. To maintain an efficient service through effective budget monitoring.
17. To carry out recruitment, appraisals, monitoring of risk management and where necessary disciplinary action in accordance with procedures.

## **YMCA COVENTRY AND WARWICKSHIRE**

Youth work funded by:

---

18. 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.
19. To ensure all records are maintained accurately by staff for the service being delivered.
20. 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.
21. 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.
22. To undertake any other tasks commensurate with the role as requested by your line manager.

### **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.

## **YMCA COVENTRY AND WARWICKSHIRE**

Youth work funded by:

**Person Specification – Youth Work Manager**

<b>JOB CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
<b>Work Experience</b>		
Experience within a youth & community and programme related context	✓	
A minimum of 3 years' leadership and management experience	✓	
Experience of establishing new programmes of activity with young people and in communities	✓	
Experience of a range of children's and young people's programme	✓	
Experience within the YMCA Movement in different roles		✓
Experience of different organisation structures and approaches to management		✓
Experience delivering Youth Work qualifications to Level 3		✓
Project Management		✓
<b>Qualifications</b>		
Qualified as a Youth Worker or equivalent	✓	
Studied to first degree level	✓	
To have acquired broad educational experience and studied beyond first degree level		✓
Level 3 award in Education and Training		✓
<b>Skills</b>		
Proven Skills in managing staff and staff performance	✓	
Ability to plan across a variety of provisions	✓	
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	✓	
<b>Knowledge Of</b>		
Youth & Children's provision	✓	
Children Act	✓	
Children's Play	✓	
Working with Young people and special educational needs and disabilities	✓	

**YMCA COVENTRY AND WARWICKSHIRE**

Youth work funded by:



<b>Personal Attributes</b>		
Supportive of the Christian values of the organisation	✓	
Diplomacy and sensitivity to internal and external political issues	✓	
Able to relate to church leaders and leaders of other faith communities	✓	
<b>Other Circumstances</b>		
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		✓

YMCA COVENTRY AND WARWICKSHIRE  
Youth work funded by:

