

Youth Club Manager Job Description

Job title:	Youth Club Manager Universal Youth Club Provision
Responsible to:	Charity Director
Working directly with:	Youth Club Team Step Out Team Early Years and Family Support Manager Partner services in the City and County
Line manager to:	Youth Workers, Students and Volunteers
Responsible for:	Youth Service Team, Volunteers, Placement Students and Sessional Staff when work is linked with this service area.
Hours of Work:	10 per week, Wednesday and Thursday evenings. This is a fixed term contract until December 2022 with possible extension and scope to increase hours.
	Based at Donnington Doorstep.
Salary and benefits:	£24, 570 - £26,845 per annum pro rata Holiday entitlement of 6 weeks inclusive of statutory bank holidays. Access to pension scheme Candidates must be eligible to work in the UK.

Staff have an individual responsibility to safeguard & promote the welfare of all children and young people; to be an advocate for children and young people's rights, to be listened to & to be safe.

Outline of Post

This is an exciting post with responsibility for managing, leading and developing the Youth Club at Donnington Doorstep for young people aged 8 – 18 years old. This includes developing and implementing existing service areas to ensure sustainability and positive impact.

The service provides:

- Universal Youth Provision, 2 evenings per week, inclusive of street based youth work and outreach work
- Junior and Senior Club
- Holiday Provision
- Opportunities for youth engagement
- Coordination and facilitation of information sharing, networking and multi- agency working

Main purpose of job:

As Youth Development Manger you will lead and develop the Youth Club Offer, ensuring that Youth Provision is responsive to local need and effective in practice.

Main Responsibilities

- Manage and lead the delivery of youth club activity at Donnington Doorstep, including face to face universal drop in sessions, street based youth work, peer support projects and youth engagement.
- To provide leadership, operational and financial management of Youth Service.
- Provide line management, motivational leadership, mentoring and coaching to the staff team, ensuring clarity of direction, effective communication and personal and professional development.
- To monitor, review and report on performance, quality and impact of service delivery.
- To lead on identifying, and developing new opportunities and activities through funding applications and grants.
- To recommend and implement change which improves the service, leading on to development of models of good practice.
- To be involved in the strategic planning and development of Youth Club Provision.
- To actively strengthen the organisation's profile by taking a lead in the active engagement of partner organisations and the community.

Specific Duties

1. Project Development

- To lead the development of the Youth Club provision in consultation with the Doorstep Director and Management Board.
- To keep up to date with current local and national debates and practice around Youth Work.
- To develop new policies and procedures for the project and ensure that these are understood and implemented by all staff associated with the project.
- Work closely with the Director securing funding for the project.
- Ensure that Youth Club provision is delivered, as appropriate, in partnership with Third Sector providers, promoting collaboration.

2. Management and delivery of direct client and preventative work

- To oversee all face to face service delivery and direct work of the service areas
- To oversee and write risk assessments, maintain accurate records and statistics and prepare reports.
- Ensure accurate records are kept and good practice followed.
- Respond appropriately and effectively to any child protection/safeguarding concerns as and when they arise.

3. General tasks and responsibilities of all Doorstep staff

- Be familiar with and apply Doorstep's Health and Safety, Safeguarding, Fire and First Aid procedures at all times within your work and to attend training in these areas as required.
- Contribute to the accountability of the centre through assisting in the maintenance of agreed records including statistics, registers, risk assessment records, contracts, evaluations, accident books, financial transactions etc.
- To be proactive in ensuring that Doorstep's Equal Opportunities policy is applied to all aspects of the work.
- To be aware of and follow Doorstep Safeguarding Children procedures and attend regular training.
- Act as member of the Designated Safeguarding Lead team for the organisation and follow all OSCB statutory requirements.

- To attend regular staff meetings, training and supervision as required.
- To ensure that appropriate confidentiality is maintained.

The nature of the work of Doorstep means that all staff are expected to work in a flexible way.

Doorstep is entitled to check with the Disclosure and Barring Service for the existence and content of any criminal record held in the applicant's name. The disclosure of a criminal record or other information will not debar you from appointment or registration unless we consider that the conviction renders you unsuitable.

We will interview people who can show in their covering letter that they meet the essential qualities in the Person Specification below as well as taking into account the competencies. We will use the interview and assessment process to establish if candidates have the essential qualities and meet the competencies. If we have more than one candidate who has all the essential qualities, we shall also refer to the desirable qualities.

PERSON SPECIFICATION YOUTH CLUB MANAGER

REQUIREMENT	ESSENTIAL / DESIRABLE
1. Knowledge / Qualifications <ul style="list-style-type: none"> ○ An understanding of issues faced by young people. ○ Educated to degree level or equivalent level of experience ○ Relevant training or experience in relation to safeguarding/ child protection work ○ Knowledge of local networks and the different communities in the Oxford area. 	Essential Essential Essential Desirable
2. Experience <ul style="list-style-type: none"> ○ Direct experience of working with vulnerable young people. ○ Experience of staff management ○ Experience of budget management ○ Experience of safeguarding practice and working within child protection and information sharing protocols. ○ Experience of practice-based risk assessment within direct service provision ○ Experience of involving service users in planning / designing / implementing services 	Essential Essential Desirable Essential Essential Desirable
3. Skills <ul style="list-style-type: none"> ○ Highly IT literate with excellent word-processing, excel, web research 	Essential
4. Circumstances <ul style="list-style-type: none"> ○ Ability to work 2 evenings per week; Wednesday and Thursday ○ Willing to undertake required professional training in line with industry standards (this may necessitate a personal time commitment) 	Essential Essential
5. Values <ul style="list-style-type: none"> ○ Be able to show an understanding of and commitment to, the promotion of service delivery in an Equal Opportunities framework, including anti-racist and anti-discriminatory professional practice. ○ A commitment to safeguard & promote the welfare of all children; to be an advocate for children's right to play, to be listened to & to be safe 	Essential Essential