

Bank Youth Project (BYP), Ashburton

Job Description – Youth Work Team Leader

Part-time, permanent contract: 14 hours per week (mostly weekday evenings)
£12-14/hour depending on qualifications and experience

Responsible to: Bank Youth Project Management Committee

Statement of Purpose

Our mission is to empower and support children and young people to improve their life opportunities by helping them grow as individuals and members of the community. For 25 years, we have offered a safe space that local young people can call their own, where they can relax, be creative, have fun, make friends, develop interests and skills, discuss, increase self-awareness, take on responsibility, and seek advice and support.

A key part in guiding the programme of social, educational and developmental opportunities for young people that meets their needs and interests is ensuring the involvement, support, supervision, feedback and training of the staff and volunteers who work directly with young people.

We are looking to appoint a Lead Youth Support Worker, taking particular responsibility for supervising and developing youth team staff and volunteers. This joint leadership role will work alongside our current Lead Youth Support Worker (who leads on membership records, impact measurement, relationship with local community and managing facilities and equipment).

The two lead roles together will manage BYP's offer to local young people - supporting young people's social, emotional, physical and mental wellbeing in their transition to independence - through activities, advice and mentoring,

Key responsibilities

To manage the development of a programme of social, educational and developmental opportunities for young people at BYP, which meets the needs of young people during a period of transition from dependence to independence by helping them to redress inequalities, value opinions and empower them to take action on issues affecting their lives.

To help BYP to achieve the aims, objectives, key outcomes and activities detailed in its Project Management Plan and to implement the policies and priorities of the BYP Management Committee.

To support the development of the youth work team staff and volunteers.

To plan, evaluate and evidence the impact of BYP's youth work.

Key tasks

- Supervising the youth work team, allocating specific responsibilities and ensuring all are clear about their role for each session
- Line management for Youth Support Work staff
- Identifying staff training needs and requesting the resources to meet them
- Convening monthly meetings of the youth work team
- Planning the curriculum in consultation with the youth work team, volunteers and members
- Working with young people at our weekday evening club nights in our building and elsewhere for occasional off-site activities.
- Supporting our members to fully and actively participate in the programme and services, including one-to-one support (on issues such as sexual health, mental health, drugs and alcohol, bullying, money and employment, education, social media and more)

- ensuring members have the chance to influence the planning, delivery and review of our programme and services
- Ensuring records are kept of staff absence and attendance, issues that may need addressing, curriculum activity on offer and young people's attendance and participation
- Ensuring each evening is evaluated at the end of the session
- Contributing to a monthly report to the Management Group identifying curriculum content and any issues that need addressing
- Helping to ensure health and safety, equal opportunities, child protection and all other BYP policies and procedures are observed and implemented
- Helping to ensure that outcomes, indicators and activities in the BYP Project Management Plan are achieved
- Attending periodic supervision sessions with appointed line manager from BYP's Management Group, and engaging in training programmes as agreed, as well as have DBS and other necessary checks as required by the BYP Management Group
- Helping to raise the profile of BYP to local young people through website and social media

This document outlines the current duties required for the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time. The detail of tasks will be reflected in your work plan, which will be regularly reviewed in supervision.

January 2024