

# Youth Work Manager - Job Pack

## **BRIGHTON YOUTH CENTRE**

Are you a qualified and experienced Youth Worker who is passionate about supporting the lives of young people? Brighton Youth Centre has an exciting opportunity to lead our Youth Work team, empowering over 1,500 amazing young people through our thriving hub and scheme of activities and support services. If you're a capable team leader with experience working with 13-19-year-olds, we'd love to hear from you.

**Role: Youth Work Manager**

**Reports to:** Mike Roe, CEO

**Contract type:** Permanent

**Location:** Brighton Youth Centre, central Brighton (on site)

**Hours:** 37.5 per week

**Practical requirements:** Flexible hours including weekends and evenings

**Salary:** £32,000 - £35,000

**Job Purpose:** We're looking for an efficient Youth Work leader; someone who is willing to get stuck in and join our warm and enthusiastic team. Importantly, we are looking for someone passionate about supporting and working with young people and who can share their expertise and knowledge, alongside the CEO, with the wider team. You will be responsible for creating and delivering our Youth Work Programme and supporting and managing our team of youth workers and volunteers to deliver our schedule of youth clubs, sports sessions and events. This will include planning and delivering sessions, implementing safeguarding procedures and supporting fundraising efforts. You will agree on delivery plans with our CEO and regularly report on progress against the plan. You will also ensure staff meetings, supervision and training take place with the necessary recording, evaluation and reporting.



# Job description - Youth Work Manager

## Job Purpose

We are looking for an efficient Youth Work leader; someone who is willing to get stuck in and join our warm and enthusiastic team. Importantly, we are looking for someone who is passionate about supporting and working with young people and can share their expertise and knowledge, alongside the CEO, with the wider team. You will be responsible for creating and delivering our Youth Work Programme and supporting and managing our team of Youth Workers and volunteers to deliver a scheme of youth clubs, sports sessions and events. The team currently comprises two full-time youth workers and three part-time volunteers. We are hoping to expand this team to ~6 in 2024. Your role will involve planning and delivering sessions, implementing safeguarding procedures and supporting fundraising efforts. You will agree on delivery plans with our CEO and regularly report on progress against the plans. You will also ensure staff meetings, supervision and training take place with the necessary recording, evaluation and reporting.

## Principal Responsibilities and Duties

1. Ensure the delivery and development of the Youth Work Programme by supporting staff and direct delivery.
2. Develop and agree on a delivery plan and budget with the staff team and young people and review the plan regularly.
3. Ensure that all delivery is recorded and evaluated in line with procedures.
4. Recruit, supervise and support volunteers and staff as required, including leading team meetings.
5. Work with the Head of Fundraising and CEO to identify grants and funding needs and complete applications.
6. Ensure that reports are available as required by the CEO and funders.
7. Ensure that all activities are properly risk assessed and follow BYC policy, including safeguarding and equality and diversity policies.
8. Ensure that budgets and expenditures are agreed upon and followed for specific areas of work.
9. Ensure that hours worked are recorded in liaison with the Operations Manager.
10. Provide line management to the Youth Work Team.
11. Undertake training and attend supervision, staff meetings and external meetings.

12. Any other duties which are in line with the grade and general level of responsibility of the post.

Your duties will be as set out in the above, but please note that BYC reserves the right to update your job description occasionally to reflect changes in or to your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment, you may be required to undertake various other duties as may reasonably be required.

### Essential Criteria

#### **Qualifications and Experience**

- Level 3 JNC qualified or relevant youth work qualification and experience.
- Experience working with young people (aged 13 - 19 years old) in youth work settings.
- Experience in developing Youth Work Programmes.
- Experience in managing staff teams.

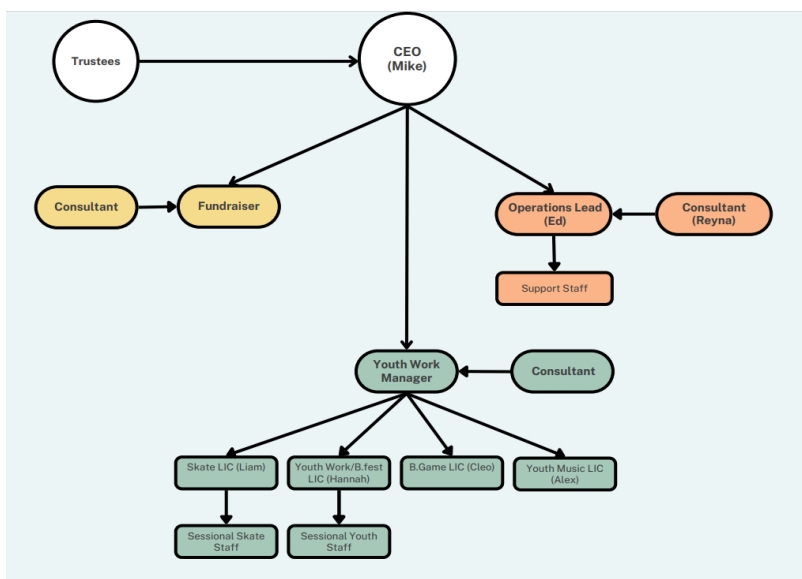
#### **Skills and Abilities**

- Excellent communication skills, with the ability to establish and maintain positive relationships with staff, volunteers, partner organisations and young people.
- Good organisational, planning, writing, budgeting and administration skills.
- Understanding and experience of monitoring and evaluation in a youth work setting.
- Politically and creatively aware with a good understanding of Youth Work principles.
- Ability to challenge, support and reflect appropriately and effectively.
- Ability to prioritise effectively and enjoy multitasking in a busy environment.
- A clear understanding of safeguarding young people and how to maintain appropriate professional boundaries in a Youth Work setting.
- A good understanding of equality and diversity issues and the ability to challenge discriminatory behaviour.

## Our offer to you

- £32,000 - £35,000 salary package.
- 28 days of annual leave.
- 2 weeks off at Christmas (during which time BYC is closed).
- Flexible working hours (as some evening and occasional weekend working is expected).
- Time off in lieu of extra hours worked.
- Ongoing coaching and mentoring from our CEO.
- Youth Work Qualification training (if this is something you are interested in undertaking).
- A supportive working environment.

## How you fit into BYC



## **How to apply:**

Please send a thorough cover letter addressing all aspects of the Job Description along with your CV to [office@brightonyouthcentre.org.uk](mailto:office@brightonyouthcentre.org.uk)

Closing Date & Time: The application deadline is 9 am on Monday, 29 July 2024.

Interviews: To be confirmed but interviews are likely to be held in early August. The interview will be up to two hours long and held at BYC to ensure young people are involved in the process. There will be an in-person panel interview (45 minutes long), a written test and a meeting with a young person involved with BYC.

The start date will be determined by the successful candidate's availability as the role is currently unfilled.

## **Contact**

If you have any questions regarding this position, don't hesitate to call our office at 01273 681368. You can find out more about us on our website, [Brighton Youth Centre](#).

We look forward to receiving your application!

## **About Brighton Youth Centre (BYC)**

Established in 1917, Brighton Youth Centre (BYC) is one of Brighton & Hove's longest-running and best-used youth services. It's a thriving hub of activity, providing a central space for the city's youth work and attracting over 1,500 young people every year. It is a city-wide resource and young people from every ward access its services. Notably, it effectively engages older teenagers: 57% of our young people are 16+.

As a team, we're immensely proud of the young people we work with and support, and continually impressed by their contributions to the local community through BYC's activities. Projects such as *B.fest*, Brighton's biggest youth-led festival, facilities like Brighton's only indoor skateboard park, and the connections we offer to other services (including mental health, LGBTQI+ and refugee support) make BYC a very special and unique space in the heart of the city.

## Supporting Young People & Working in Partnership

BYC is a safe space where all young people have the freedom to be themselves, come together, learn from each other and challenge themselves to make a difference in their own lives and their community. We place their voices, aspirations and concerns at the heart of everything we do because we believe all children and young people deserve to be taken

seriously. We work with over 20 partner organisations and projects that currently use the centre as their base. These include specialist services for young people who are care experienced, on the autistic spectrum, LGBTQI+, asylum seekers or experiencing mental ill health or homelessness, such as Brighton & Hove Pupil Referral Unit, Allsorts Youth Project, YMCA DownsLink and Mascot. It also includes youth arts and creative industries organisations like South East Dance, BlockBuilders, Miss Represented and Art In Mind.

**Together, we provide:**

### **1. A platform for young people's voices**

Our work starts from young people's perspectives, focusing on their needs and agendas. We believe young people are not just adults-in-waiting but individuals in their own rights with hopes, concerns and aspirations which deserve to be taken seriously. We provide a safe and supportive environment for them to express themselves and explore ideas they find challenging or exciting.

### **2. Increased participation and community cohesion**

We firmly believe that young people are not just individuals needing education but have plenty to offer as educators themselves. Our building and activities provide a space for young people to come together, emphasising teamwork and collaboration and supporting young people to learn from one another.

Equality, diversity, and inclusion are embedded in our activities. There is a racial, social and cultural mix within the groups, and we take every opportunity to promote learning and understanding of themselves and others, providing an invaluable space for young people to explore and celebrate the rich mix of their different stories, experiences and ideas about the world.

### **3. Support young people to make a difference in their own lives.**

We work with a wide range of young people, including those with disabilities, young carers, young offenders, young parents and homeless young people. We encourage them to take ownership of all centre aspects and engage in the city's life. Young people are closely involved in shaping our programme and every year they organise *B.fest*, Brighton's youth arts festival.



## Our Capital Rebuild Project

Our biggest project over the next few years will be to rejuvenate our building. BYC has recently been granted £7.3 million to carry out a complete rebuild of our centre. The new building will have a larger footprint with new and improved spaces and facilities. We are excited about how this investment will help us sustain and grow amazing spaces and services to provide a state-of-the-art youth hub for the young people of Brighton and Hove.

This investment will:

- Improve the health and well-being of local young people, providing new facilities for young people to come together, socialise and access vital services, including counselling and healthcare.
- Empower young people to be active in their communities, providing a city-wide hub for youth-led activity and community engagement in Brighton & Hove.
- Equip young people in the city with skills for life and work, delivering a comprehensive holistic programme of personal, educational and creative development opportunities and pathways to employment for young people who may not otherwise access them.

**The investment will transform youth work in the city, providing a city-wide hub capable of supporting 2,500 – 3,500 young people each year.**

Brighton & Hove is home to 45,000 young people aged 5-19, while the rest of East Sussex houses 86,900. It is also one of the most deprived areas in the South East, with more than one in ten children aged under 16 living in poverty, a higher concentration of young people in care than both the South East and the rest of England and a higher incidence of poor mental health than in the rest of the country, with a higher proportion of young people admitted to hospital for self-harm.

Young people in Brighton need safe and welcoming environments where they can access regular, free support as and how they need it. They need spaces that are theirs, where they

can connect with other young people and youth workers on their terms to improve wellbeing, develop interpersonal skills, grow in confidence, explore their identity and find a voice, influence and place in their communities.

The city needs a central hub for youth services to support a city-wide coordinated youth offer, collaboration and joint working for youth services in the city and expanded access for young people across the city. It needs an accessible, inclusive and welcoming space which brings projects, organisations and services together and creates pathways to receiving help from services that would otherwise be inaccessible to many young people who see the usual routes to help as not for them.

### Our fundraising plans and finances

We plan to rebuild BYC to be a place for young people seven days a week for the next 50 years and beyond to ensure that the building is fully accessible and environmentally sustainable and can provide the best staff, services, facilities, and programme delivery for our young people.