



Brighton Youth Centre

## **BRIGHTON YOUTH CENTRE – YOUTH WORK MANAGER**

**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:** Support and manage the Youth Work team to provide the Youth Work Programme including planning, face to face delivery, funding and safeguarding. Report and agree delivery plans with CEO. Ensure staff meetings, supervision and training take place and that recording, evaluation and reporting are in place.

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 can demonstrate they are passionate about wanting to support and work with young people along with sharing their expertise and knowledge alongside the CEO with the wider team.



### **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 for youth from every ward to access its services. Notably, it effectively engages older teenagers: 57% of our young people are 16+.



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As a team, we're proud of the young people we work with and support, and we're continually impressed by the contributions they make to their local community through the activities at BYC every day. 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 the lives of 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 who currently use the centre as their base, including specialist services for young people who are care experienced, on the autistic spectrum, LGBTQI+, asylum seekers, experience mental ill health or homelessness, such as Brighton & Hove Pupil Referral Unit, Allsorts Youth Project, YMCA DownsLink and Mascot; and 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 and 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

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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

Brighton Youth Centre have successfully raised £4.3M to date to upgrade their building, which is in urgent need of repair. Brighton and Hove City Council agreed to provide £2.3M match funding.

Young people consulted for the 2020 Brighton & Hove City Council's review of youth provision in the city all agreed that Brighton Youth Centre was an essential resource in urgent need of investment.

Work on the new building started in March 2024 and the new building is expected to open in Autumn 2025. BYC has a temporary home at a venue in Gloucester Road, in which it runs weekly open youth sessions, B.game sessions, Venue B music sessions, and hosts Third Space Theatre, mASCot and Art In Mind projects.

The fully accessible and environmentally sustainable new development, located on the existing site in Edward Street, will provide state of the art facilities for up to 3,500 young people each year - more than doubling the number of young people accessing support across the city. Designed by award winning architectural practice Alter & Company, it will include a black box theatre, gym, rooftop skatepark and counselling, health and wellbeing rooms - and will be open 7 days a week.

The space will also provide a home for youth projects across the city who will be able to use the facilities as their base; including specialist services for young people who are care



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experienced, on the autistic spectrum, LGBTQI+, asylum seekers, experiencing mental ill health or homelessness.

## **JOB DESCRIPTION – YOUTH WORK MANAGER**

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### **Principal Responsibilities and Duties**

1. Ensure the delivery and development of the Youth Work programme through supporting staff and direct delivery.
2. Develop and agree 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 team meetings.
5. Work with the Fundraiser and CEO to identify grants and funding needs and complete applications.
6. Ensure that reports are available as required by CEO and funders.
7. Ensure that all activities are properly risked assessed and follow BYC policy including safeguarding and equality and diversity
8. Ensure that budgets are agreed, expenditure and followed for specific areas of work.
9. Ensure that hours worked are recorded in liaison with the operations manager
10. To undertake training and attend supervision, staff meetings and external meetings.
11. Any other duties which are in line with the grade and general level of responsibility of the post.

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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**

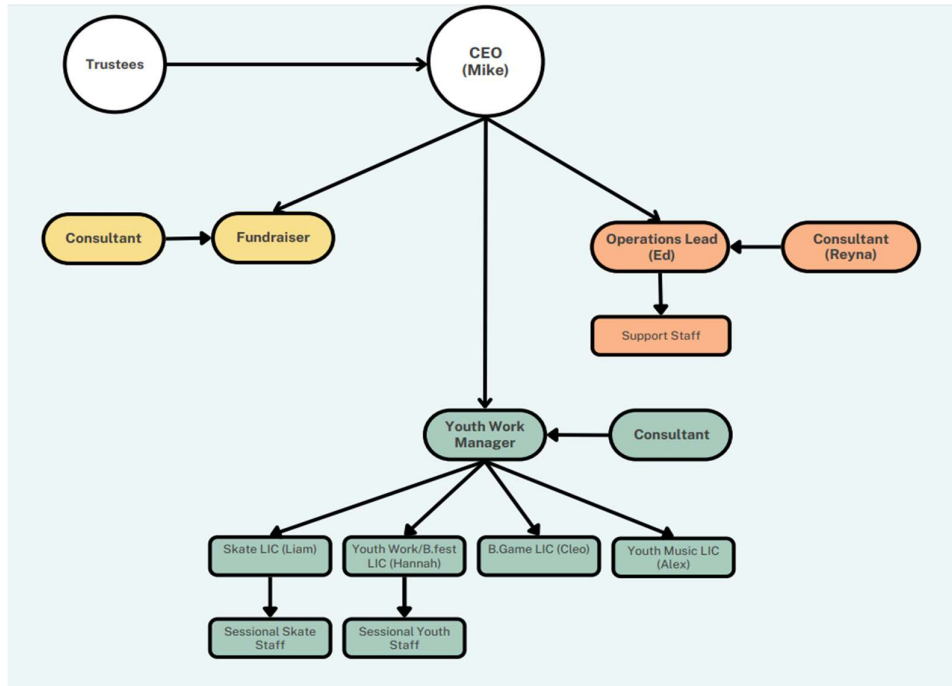
#### **Qualifications and Experience**

- Level 3 JNC qualified (or equivalent Youth Work qualification)
- Experience of working with young people in Youth Work settings
- Experience of developing Youth Work programmes
- Experience of 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 principals.
- Able to challenge, support and reflect appropriately and effectively.
- Ability to prioritise effectively and enjoy multi-tasking in a busy environment
- A clear understanding of the safeguarding young people and how to maintain appropriate professional boundaries in a Youth Work setting.
- A good understanding of equality and diversity issues with the ability to challenge discriminatory behaviour.

### **Organisational Chart**



## **How to apply:**

Application is by application form only. Please download this from the job advertisement, our website, or download link here: [Blank BYC Job Application Form Sept 2024.docx](#)

Please pay specific attention to the 'Supporting Statement' section, addressing all aspects of the Job Description to [office@brightonyouthcentre.org.uk](mailto:office@brightonyouthcentre.org.uk)

**Closing Date & Time:** The application deadline is 5pm on **Monday 28<sup>th</sup> April 2025**.

**Interviews:** **Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> May**, we anticipate between 4pm - 7pm. This is to ensure young people are involved in the process. There will be up to 2 hours of interviewing with an in-person panel interview (45 mins), a 30 minute written test and meeting a young person involved with BYC. Please let us know when you submit your application if you have any issues with the interview date and time.

## **Contact:**

You should find the necessary information in this pack and on our website - [Brighton Youth Centre](#), where you will discover more about who we are and what we do. However, if you want an informal discussion before applying, please call the office on 01273 681368.

We look forward to receiving your application.

