

## Youth Club Manager Job Description

<b>Job title:</b>	<b>Youth Club Manager</b> Universal Youth Club Provision
<b>Responsible to:</b>	Charity Director
<b>Working directly with:</b>	Youth Club Team Early Years and Family Support Manager Partner services in the City and County
<b>Line manager to:</b>	Youth Workers, Students and Volunteers
<b>Responsible for:</b>	Youth Service Team, Volunteers, Placement Students and Sessional Staff when work is linked with this service area.
<b>Hours of Work:</b>	10h per week, Wednesday and Thursday evenings. This is a permanent contract with a scope to increase hours.
	Based at Donnington Doorstep.
<b>Salary and benefits:</b>	£25, 307 - £27,650 <b>per annum pro rata</b> Holiday entitlement of 6 weeks pro rata inclusive of statutory bank holidays. Access to pension scheme <b>Candidates must be eligible to work in the UK.</b>

***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 to ensure it is responsive to local need and effective in practice. This includes developing and implementing existing service areas to ensure sustainability and positive impact.

The service provides:

- Universal Youth Provision, 2 evenings per week
- Holiday Provision
- Opportunities for youth engagement
- Coordination and facilitation of information sharing, networking and multi- agency working

## Main Responsibilities

- Manage and lead the delivery of youth club activity at Donnington Doorstep, including face to face universal drop in sessions, peer support projects and youth engagement.
- To provide leadership, operational and financial management of Youth Service.
- To monitor, review and report on performance, quality and impact of service delivery.
- 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 Director and Board.
- 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 if/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.
- Be proactive in ensuring that Doorstep's Equal Opportunities policy is applied to all aspects of the work.
- 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.

## PERSON SPECIFICATION YOUTH CLUB MANAGER

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