



JOB DESCRIPTION / PERSON SPECIFICATION

Senior Youth Worker – Future Youth

Location:	Amberley Youth Hub, Warwick Avenue
Hours:	35 hrs/wk. Monday to Friday. Regular evenings until c.9pm.
Salary:	£32,500 to £34,000 (full time) depending on experience.
Contract:	Permanent
Annual leave:	24 days pro rata (accruing a day a year up to maximum of 28 days pro rata) plus Bank Holidays

FM Board of Trustees may award Cost of Living salary increases annually, however, it is at their discretion

This post holder is required to have an enhanced DBS check and to subscribe to the DBS update service.

BACKGROUND

Future Men is a specialist charity that provides emotional and practical support for boys and young men. Through our practice-led services, we work with boys and men from childhood to 25 to help them become healthy, dynamic, future men. From structured school programmes and youth hubs, to individual one-to-one sessions and outreach work, we provide the vital support and advocacy that changes boys and young men's lives for the better. We focus our work with boys and men who face structural discrimination and disadvantage, including of race, income, and community.

Our Youth Hubs play a key part in helping boys and young people's personal and social development. Based in Westminster, The Amberley and Churchill Gardens, provide a space for young people aged 8-19 to take part in activities such as music production, sport and games, as well as development programmes such as healthy relationships, inclusion and diversity training. Bridging the gap between formal and non-formal education, we help young people learn about themselves, and others around them to create positive outcomes for their futures.

The most useful gift we can give to young people individually and collectively is the gift of hope and self-belief that comes with finding the tools to foster resilience and navigate their own future. We work to enable the young people at our youth clubs to thrive rather than simply survive. This builds social and community capital and affects issues of poverty, violence, lack of education and aspiration for all.

MAIN PURPOSE(S) OF POST

As a Senior Youth Worker you will be responsible for the development and delivery of the youth hub programme at our Amberley Centre. You will set, organise and run community programmes aimed at young people aged between 8 and 19. Through these programmes, you'll help them to explore and understand their ideas, values and beliefs, building their confidence and life skills so that they can make a successful transition to adulthood. A key element will be to support new

developments, identify best practice and embed these in current services, in line with Future Men's mission, strategy and business plan.

You will be responsible for the smooth and efficient running of the club - ensuring organisational processes and youth club quality standards are maintained. You will line manage youth club staff and volunteers, ensuring their performance, support and development.

You will monitor, evaluate and report on the service delivery at the club and support work to secure funding to allow the service to continue and grow. You will network and liaise with key external stakeholders that support the development, funding and spread of the work in your area.

You will work closely with our other youth hub and be responsible of the design and delivery of limited sessions off site, including at our other youth hub.

KEY RESPONSIBILITIES

Programme development and delivery

1. Develop and manage the delivery of the youth hub services to young people. Prepare and manage the programme, rota and quality of the provision; and provide direct delivery of services.
2. Manage the design, set up and delivery of services for children and young people, boys and young men (individually and in groups, face to face or online) which are engaging and dynamic, and which support positive activity, engagement and involvement.
3. Engage and consult with children and young people to i) ensure their views are heard and that they inform the development of the services, ii) to develop relationships with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society, iii) to ensure they treat the youth hub staff, members, equipment and premises with respect.
4. Develop and maintain sound working relationships with key statutory and voluntary organisations with the aim of i) developing joint working around children and young people's work, ii) influencing mainstream services to meet their needs, iii) undertaking joint work to improve community safety.
5. Support the development of further innovative projects with children and young people in line with FM's business plan.
6. Ensure all services reflect inclusivity and diversity.

Staff management and development

7. Provide line management and development for youth workers and volunteers, following FM policies and procedures,
8. Leading the team so that they are engaged in their work and contribute to the youth hub and FM's success. Promote positive cross-organisational communication and team working between the YH team and the rest of FM.

Quality Standards, Safeguarding and Safety

8. Ensure organisational processes and youth club quality standards and operations are maintained.

9. Lead on safeguarding at the youth hub, implementing FM's Safeguarding Policy, and liaising regularly with the Deputy/Safeguarding Lead to ensure best practice.
10. Lead on safety at the youth hub, implementing FM's Health and Safety Policy, and liaising regularly with SLT and other colleagues to ensure best practice.
11. To keep accurate written records of sessions in line FM procedures.
12. Comply with FM's monitoring and evaluation processes to ensure that all outcomes for work with young people are effective.
13. Provide regular progress reports on the work as requested by line management.
14. Contribute to the formulation and dissemination of best practice models for youth project work in FM.

External communications, partnerships, fundraising

15. Promote the services locally with relevant professionals, agencies and service users.
16. Network and liaise with key external stakeholders that support the funding and development of the Youth Hubs.
17. Represent FM in a range of settings as appropriate.
18. To carry out other related duties as may from time to time be required to fulfil the mission of FM.

STANDARD CLAUSES

19. To personally prepare for and attend annual appraisals and supervision with your line manager.
20. To work within all of FM 's policies and procedures.
21. To receive regular clinical professional supervision provided by FM.
22. To act at all times in the interests of FM.

PERSON SPECIFICATION

We require the post holder to be able to demonstrate that they meet the person specification to a high level. We will be looking for evidence of all these areas during the selection process.

For the right candidate we will keep an open mind on whether you meet the essential/desirable criteria. It is important to us that we recruit someone with the right combination of skills, experience and attributes and we are open to hearing from you why and how you think you are the right person for this position.

Qualification	Essential/ Desireable	Evidence
Degree level or equivalent qualification in youth and community work.	Essential	Application form
National Youth Agency validated and JNC recognised	Desirable	

<p>undergraduate or postgraduate Youth Work Qualification (i.e. professional youth worker status).</p> <p>Level 3 Safeguarding Paediatric First Aid Fire Marshall</p>	<p>Essential Desirable Desireable</p>	
Experience		
<p>A minimum of 5 years' experience of working with young people in the voluntary or statutory sector.</p> <p>Experience of delivering accredited programmes for young people.</p> <p>Experience of directly delivering across two or more of the following areas: education, sport, youth work, arts.</p> <p>Experience of developing and delivering a range of structured and unstructured programmes for young people.</p> <p>Experience of project development (from planning to evaluation), with a proven record of managing high quality, innovative work to young people.</p> <p>Experience if monitoring and evaluating young people's programmes.</p> <p>Direct experience of working with young people across different ages and ethnicities.</p> <p>Experience of working with diverse communities, including those that are disadvantaged and marginalised.</p> <p>Experience of staff supervision and management.</p> <p>Experience of managing budgets.</p> <p>Experience of working in a multi agency and a team setting.</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form and interview</p>
Knowledge		
<p>Knowledge of the needs of young people, gender issues and how race, class and culture cut across gender.</p> <p>Knowledge of methods that engage and work well with young people, particularly those marginalised and excluded.</p> <p>Knowledge of current issues relevant to gang culture.</p> <p>Knowledge of the current thinking around children and family and youth policy agendas and how this effects/impacts on services for young people.</p> <p>Understanding of the third sector environment and context.</p> <p>Knowledge of evaluation and monitoring systems.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Application form and interview</p>

Understanding of client participation and service user involvement.	Essential	
Skills and Abilities		
Ability to lead, inspire and motivate staff.	Essential	Application form and interview
Ability to deliver youth work to a high standard.	Essential	
Ability to communicate concisely both orally and in writing with a wide range of audiences.	Essential	
Ability to use and develop administrative systems which support service delivery and shared digital record keeping.	Essential	
Ability to network and develop successful partnerships and partnership projects.	Essential	
Ability to maintain positive working relationships, based on self-awareness, an openness to making personal changes, and being pro-active.	Essential	
Confidence, adaptability and stamina to rise to new challenges and deliver results.	Essential	
Takes responsibility for own continuous learning and professional development.	Essential	
Ability to use a range of IT systems to a high standard (e.g. Outlook, Word, MS Teams, Excel, Instagram).	Essential	
Ability to source and develop new ideas, to solve problems and to bring about improvements to services and to resources.	Essential	
Highly organised.	Essential	
Personal attributes		
Commitment to the vision, mission and values of FM.	Essential	Application form and interview
Ability to work out evenings (out of normal working hours).	Essential	