

**YOUTH TEAM LEADER (8 HRS PER WEEK)**  
**JOB DESCRIPTION**

**SALARY AND GRADING ACCORDING TO EXPERIENCE OF SUCCESSFUL  
CANDIDATE. SALARY GRADE 8 SCP 31 - 34**

**OBJECTIVE:** To develop and co-ordinate HETC under 18 years work. To manage the existing successful Friday Night Project for children and young people with additional needs for ages 11 to 25 and a Junior Youth Club for years 5 and 6. You will play an important role in all aspects of our work, with a focus on building teams, engaging with the needs of our local community and working with families. The Youth Team Leader will actively lead and oversee both groups and activities in the Hedge End area ensuring that we provide the best possible context for children and young people to fully participate in activities and make a difference in our local area.

**DIRECTLY RESPONSIBLE TO:** Town Clerk

**DIRECTLY RESPONSIBLE FOR:** Youth Workers & Youth Volunteers

**ROLE AND RESPONSIBILITIES**

- To ensure effective and efficient youth provision is provided for the residents of Hedge End.
- To carry out face to face youth work, detached and outreach work as required.
- To undertake project work including implementing new activities
- To review, co-ordinate and grow our existing activities with an emphasis on developing and growing our team of volunteer leaders.
- To manage the existing successful Friday Night Project for children & young people with additional needs.
- To liaise with partners in the surrounding area including the management of The Community Hub at Wildern School.
- To liaise with the other providers of youth activities in the Hedge End area working in a supportive and collaborative manner to deliver cohesive services to young people.
- To remain aware of developments both locally and nationally in terms of policy and practice and demonstrate an on-going commitment to continuous professional development and improvement and working to the highest standards.
- To provide line management/professional supervision and assist in the recruitment and appointment of a part time staff team.

- Advocate safe practice for all Children and Youth, ensuring compliance with all necessary policies.
- Be aware of and apply for appropriate funding
- To prepare and present regular reports and updates on youth activities to the Town Council
- To liaise and report regularly to the Town Clerk.

## **Keys**

Keep all keys to buildings and honour their security accordingly.

## **Administration**

- Keep a full diary of works/accidents/issues.
- To maintain and use equipment in accordance with Health and Safety at Work requirements.
- Prepare the team timesheets for Town Clerk approval.

## **Additional Duties**

As stated by the Town Clerk.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Town Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Town Council.

## **PERSON SPECIFICATION AND REQUIREMENTS**

### **QUALIFICATIONS/TRAINING:**

It is **essential** that the postholder has:

- Nationally recognised JNC professional qualification (NVQ Level 4 or equivalent) in youth work
- A minimum of 3 years' experience in delivering youth provision

It is **desirable** that the postholder has:

- proven ability at a senior level to effectively manage a team of staff

### **EXPERIENCE/KNOWLEDGE:**

It is **essential** that the postholder has:

- Substantial experience of participation and engagement with young people
- Experience of working with young people in a variety of settings
- Ability to demonstrate successful management and motivation of a staff team
- Experience of performance management techniques (i.e. conducting staff appraisals)

- Experience of managing projects including budgets and maintenance
- Experience of planning, delivering and evaluating a range of programmes of positive activities
- Experience of successfully achieving outputs and outcomes against targets
- Experience of taking responsibility for building supervision and management
- Knowledge and understanding of National, County and local agendas
- Skilled in building relationships and maintaining dialogues with young people including those perceived as being vulnerable

It is **desirable** that the postholder has:

- Experience of successfully recruiting and inducting staff and volunteers
- Experience of successful partnership development and community engagement
- Proven experience of preparing written reports and verbal presentations
- Experience of accessing grant funding including preparing bids and grant applications

### **SKILLS AND ABILITIES:**

It is **essential** that the postholder has:

- Proven ability to communicate effectively with young people, both as individuals and in groups
- Proven ability to engage young people in decision making processes
- Proven ability to communicate with staff, stakeholders and young people
- Ability to lead, organise and motivate staff team to achieve targets
- Ability to operate effectively on own initiative to achieve targets
- Ability to demonstrate equal opportunities in practice
- Proven ability to devise, develop and deliver successful programmes incorporating positive activities
- Proven ability to undertake day to day administration tasks including management information gathering
- Proven ability to undertake successful line management supervision of staff and volunteers
- Experience of needs analysis and programme setting
- Demonstrable experience of promoting equality issues
- Ability to develop practices and policies aimed at the protection and safeguarding for children and young people

It is **desirable** that the postholder has:

- Proven ability to develop effective partnerships and networks to promote positive activities with other agencies including the voluntary sector

### **ADDITIONAL FACTORS:**

It is **essential** that the postholder has:

- A commitment to follow safeguarding policies and procedures as appropriate
- A willingness to undertake any appropriate DBS checks
- A willingness to undertake personal and professional development in order to meet the changing needs of working with young people
- A flexible approach to working with regard to time and place if necessary
- Flexibility in terms of time and place to support delivery during school holidays
- The post-holder must be willing and able to work unsocial hours which may be a frequent feature of this role which may include Sat/Sun/Public Holidays and evenings as required or when dealing with emergencies.