

Clubs Programmes & Youth Voice Lead

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1. Introduction to Young Bristol

Founded in 1928, Young Bristol (YB) is a youth charity that enables young people 8 – 25 years of age to achieve great futures as productive, caring, responsible members of society.

YB is a youth-driven charity that works to offer a choice of opportunities and experiences for all young people. By working in partnership with a wide-range of community-based youth centres, and directly with young people through our programme of activities, we respond creatively to their needs and realise their capabilities.

Today we are recognised as one of Bristol's leading providers of community-based youth services, through our community youth clubs based in some of Bristol's most challenging communities, and a valued provider of outdoor activities, creative arts, mobile provision, outdoor employment and informal educational programmes for young people during their critical non-school hours. We provide positive activities and safe places where young people can build confidence, skills, self-esteem whilst having fun and improving their pathway to employment. We are committed to and recognised for significantly contributing to the healthy development of young people – especially those who need us most.

In recognition of the value we place on volunteers and their contribution to our work, YB were awarded the Queens Award for Voluntary Service (QAVS) in 2020. This is the highest Award a charitable organisation can receive.

Our Mission:

“To be an outstanding provider of high-quality community based youth services and innovative programmes that positively and sustainably impact the lives of young people.”

Our Vision:

“We believe that every young person has the right to discover what they're capable of!”

Through our work we help young people to be:-



2. Young Bristol's Strategic Priorities – 2022-25

Young Bristol is in Year One of its 2022-25 Strategy, where young people remain front and centre of our work with our Five key strategic objectives focused around:

- a. **Our People** – Build sustainable roles and careers within a structure that supports long-term growth ambitions.
- b. **Our Buildings & Facilities** – Invest in our infrastructure and resource to give young people and their communities an environment they can thrive in.
- c. **Our Programmes** – Ensure high-quality open access provision at every stage of young people's lives.
- d. **Our Influence** – Build and use our influence to give a voice to young people and to drive positive change in the city.
- e. **Our Partnerships** – Develop strategic long-term partnerships that strengthen our services, our influence, and our financial resilience and sustainability.

3. Additional Information

Young Bristol is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an Enhanced DBS check that Young Bristol will fund.

The strength of Young Bristol is the diversity of its people and volunteers; we place huge value on equal opportunities, diversity and inclusion, lived experience as well as formal qualifications so welcome candidates of diverse backgrounds, communities and abilities.

Before applying, find out more about Young Bristol and our work:

Website: www.youngbristol.com

Facebook: /worksforyoungpeople

Twitter: @young_Bristol



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4. How to apply?

Please read the following role profile and person specification. If you are excited about the possibility of joining our Team and making a real difference to the lives of young people and believe you have the required skills, experience and competencies, then complete and submit your job application.

Applications for this role will only be accepted on the correct application form, available at <http://www.youngbristol.com>, by request from hr@youngbristol.com, or by calling 0117 929 2513. Please do not hesitate to ask any questions!

Please send your completed application form to Young Bristol by email on hr@youngbristol.com or via post marked Private & Confidential to:

Private and Confidential
FAO - Recruitment
Young Bristol
BS14 Youth Centre,
Stockwood Lane,
Bristol,
BS14 8SJ

We will confirm receipt of your application within 3 working days.

The closing date for applications is midnight on the **TUESDAY 14th JUNE 2022**, with interviews to take place on **TUESDAY 21st JUNE 2022**.

Please note that CVs will not be accepted as part of this process and if included they will be disregarded.

We look forward to hearing from you.

The Young Bristol Team

5. Role Profile

Job Title: Clubs Programmes & Youth Voice Lead

Reporting To: Head of Operations

Salary: £27,978.60 pa

Hours: 37.5 hours per week, on a flexible basis which will include evening, school holidays and some weekend work including residential by arrangement.

Employment Term: Permanent

Holidays: 35 days per annum pro rata inclusive of all UK Bank/Public holidays and YB closure days. YB annual holiday calculation start from 1st April each year. Holiday entitlement will be calculated on a pro-rata basis for those employees who start their service after 1st April each year.

Pension: In Line with auto-enrolment you will be enrolled in a pension scheme with the NEST Pension provider if eligible, where your monthly employee contribution will be set by legislation. YB will also make a monthly employer contribution.

Vetting: This post is subject to a Disclosure and Barring Service (DBS) Enhanced Check.

Location: Due to the nature of this role, you will be required to work from various YB locations across the city. However, the main business address for YB is; Young Bristol, BS14 Youth Centre, Stockwood Lane, Bristol BS14 8SJ. YB are happy to consider a negotiated hybrid approach to working for this role.

Expenses: Work related expenses will be reimbursed, subject to receipts being produced, along with work related mileage in line with YB agreed payment rates.

Relocation: There is no relocation package with this role.

6. Main Purpose:-

Reporting through to the Head of Operations, the YB Clubs Programmes & Youth Voice Lead will collectively be responsible for the design, publicity, promotion, delivery and co-ordination of a series of programmes and youth led activities across the YB network of community youth clubs. These programmes and youth led activities will have a focus on improving the overall physical and mental health and wellbeing of children and young people, increase children and young people participation and informal learning opportunities. In support of these Programmes and Youth Led Activities you will be responsible for recruitment and development of appropriate volunteers. The YB programmes and activities will be primarily based around providing Club and Network wide sporting and creative opportunities, together with information and guidance. You will also lead on arranging, organising and planning a series of shared YB Community Youth Clubs networking opportunities that will involve YB Club staff, volunteers, children and young people.

The YB Clubs Programmes & Youth Voice Lead will provide inspirational leadership to the team, develop and manage relationships with key funders and partners, provide strategic development of existing and new programmes and opportunities. Through good consultation with our Youth Voice representatives and others within our network, they will be able to research and realise new areas for development of our Youth Work offer. You will work closely with other YB colleagues, including the YB Fundraising Team to ensure all services are fully funded, youth work staff and young people from within our community youth clubs network, and local, national and international Partner Agencies.

You will have a depth and breadth of skills and competencies from management capabilities, through to strong communication and facilitation skills. You'll be as comfortable inspiring children and young people as you will supporting youth workers, volunteers and feel at home working with budgets and bids as you will leading and developing a team.

Most of all you'll believe in the power of good youth work and you'll be absolutely committed to children and young people, ensuring that they can make the most of the range of opportunities that YB have to offer.



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7. Key Responsibilities:

- To be part of the YB Management team supporting the development and delivery of the charity's annual strategic objectives for "Our Programmes" in particular, but also the whole charity.
- To lead, manage, support and develop all aspects of YB Clubs Programmes & Youth Voice. This includes managing YB staff with the aim of continuously improving all aspects of both the quality and consistency of our delivery.
- Prepare, manage and report on the YB Clubs Programmes & Youth Voice budget, ensuring funding targets are achieved and cost-effective use of all resources. To maintain good record-keeping of all income and expenditure in relation to YB Clubs Programmes & Youth Voice, ensuring any invoices are raised in a timely manner and demonstrate financial competence in line with best practice and the charity's operating procedures.
- Proactively work on preparing, marketing and promoting our YB Clubs Programmes & Youth Voice offer to all relevant organisations and sectors so has to support and advance the aims and objectives of the charity. Through working closely with the YB Fundraising Team ensure all Programmes & Youth Voice activities are fully funded.
- To act as the Safeguarding Lead for YB Clubs Programmes & Youth Voice and take an active role in the management and monitoring of safeguarding of young people. To report and discuss any Safeguarding issues or suspicions to Head of Operations.
- Ensure the ongoing implementation, design and safe delivery of YB Clubs Programmes & Youth Voice activities, through a high level of risk management, fit for purpose operating procedures taking into account all Health & Safety and GDPR requirements in relation to all aspects of our work.
- To recruit, train and develop staff (including volunteers) as needed ensuring the undertaking of regular staff supervision which will include setting of targets and assisting with their professional development.
- Occasionally undertake direct delivery of sessions commensurate with your skills and qualifications. On occasions and should the need arise, to provide operational support to other areas of the charity.
- Provide written or verbal updates and reports as required by funding Agencies and/or other members of the YB Leadership Team, including the YB Fundraising Team, ensuring agreed outcomes and budget targets are delivered and monitoring and evaluations are completed within agreed timescales.
- As part of the YB Management Team, attend any YB training appropriate to your role or future personal and professional development, together with Staff team meetings and on occasions, YB Trustee Board or Funder(s) meetings or events as this role requires.
- Maintaining of performance data through VIEWS to enable regular team/event reporting and contributing to the wider impact of YB's work.
- Ensure our working practices adhere to YB policies and procedures as described in the YB Employee Handbook and play your role in creating a "can do" culture within the charity.



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- Undertake any other duties as are commensurate with the post or will be of benefit to YB and its various programmes and/or its network of community youth clubs.

NOTE: The above only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

8. Person specification

The person suited to this new post will demonstrate that they:

- Have a good understanding of the aims and principles of Youth Work. Have or be prepared to work towards achieving a Level 3 Youth Work qualification or have an equivalent qualification or appropriate lived experience, together with experience of working in a Management role.
- Have a flexible approach to work as evenings, school holidays and some weekend, including residential work both UK and International, will be involved.
- Is self-motivated, has a positive attitude, is a good communicator and has good planning and organising skills. The person must also be a good motivator of others.
- Holds a full, current clean driving license and a means of transport to commute efficiently and effectively between a number of different locations. A current MIDAS certificate or a willingness to undergo MIDAS training would be an advantage.
- Is approachable, friendly and trustworthy.
- Willing to work as part of a Management/staff team.
- Has a genuine desire to develop themselves and others and wishes to expand their experience of working with young people and the wider community.

	Educational Qualification	Essential	Desirable
1.	GCSE grade A – C English & Maths *	X	
2.	Level 3 Youth/Community work qualification*		X
3.	Appropriate lived experience	X	
	*or equivalent e.g. teaching/sport/art Certificate		
	Career experience	Essential	Desirable
1.	Working in a community and/or club setting.	X	
2.	People Management	X	
3.	Undertaking monitoring, evaluation & report writing	X	
4.	Quality Assurance Scheme & Performance Management		X
5.	Partnership working	X	
6.	Recruiting & supporting volunteers	X	
7.	Managing cash & budgets	X	
8.	Working directly with varied groups of children, young people & community organisations	X	
9.	Publicity and or marketing tasks using different media		X
10.	Advocate for the involvement of young people in all aspects of service delivery.	X	
11.	A good understanding of Safeguarding & Child Protection legislation including reporting procedures, together with H&S and GDPR procedures and ability to prepare Programme specific Risk Assessments.	X	



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	Knowledge, Experience & Skills	Essential	Desirable
1.	Knowledge of issues affecting young people and communities	X	
2.	Experience of implementing new programmes/systems, data management to improve consistency of performance and evidence of impact	X	
3.	Understanding the importance of recording and evidencing the impact of the work YB and our Community Youth Clubs do.	X	
4.	A self-starter, with a “can do” attitude who can work unsupervised and motivate others.	X	
5.	Flexible approach to work and a real team player, who is adaptable to varied working environments.	X	
6.	A good planner with ability to work to deadlines with strong organisational skills.	X	
7.	Passionate about improving and sustaining services for young people.	X	
8.	Strong networking skills and ability to create and foster good working relationships with a wide variety of people/organisations.	X	
9.	Strong IT skills including Excel, Word & Publisher		X
10.	Excellent communication skills.	X	
11.	A comprehensive understanding of charity commission best practice and governance.		X
12.	Experience of supervising and developing fellow Team members		X

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