



Young Bristol
Works for young people

YB Youth Club on Wheels 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 – 24 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 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:-





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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 by visiting our social media outlets

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 **Wednesday 18th January**. Interview times will be sent out upon successful shortlisting.

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.



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5. Role Profile

Job Title: YB Youth Club on Wheels 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

Probationary period of 3 months during which time the post holder must attend induction training in Child Protection and Safeguarding provided through Bristol Safeguarding Children Board. NOTE:- YB will pay for this training, together with the individuals DBS check.

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. Our Mobile Youth Club location is Broad Plain and Riverside Youth Project, Clement Street, Easton, BS2 9ES

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.



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Relocation: There is no relocation package with this role.

6. Main Purpose:-

Reporting through to the Head of Operations, the YB Youth Club on Wheels Lead will be collectively responsible for developing and implementing the strategic direction, focus and continuous improvement of the YB youth offer through its Youth Club On Wheels. They will also have overall responsibility for the ongoing recruitment, training and professional development of the part time YCOW Youth Work Team. You will work in collaboration with internal and external colleagues and other stakeholders from a variety of sectors with the aim of developing strong cross Sector Partnerships that further the aims and objectives of the charity.

You will provide inspirational leadership and strategic oversight to the YCOW Youth Work Team, manage relationships with key funders and partners, develop on existing but also establish new opportunities for children, young people and communities ensuring YB is fully embedded in the communities it serves. Through good community and youth led consultation, you will be able to discover, design and co-deliver a programme of high-quality open access and social action in a variety of communities and settings throughout the Greater Bristol area.

You will collectively work to ensure maximisation of the YCOW Youth Club On Wheels in various settings (e.g. community, schools etc). Working with the YB Fundraising Team you will ensure all Mobile delivery sessions are fully funded. You will lead on collaboration with local and national Partner Agencies to systematically and sustainably expand and ensure quality and consistency of our Mobile youth work offer.

You will be responsible for ensuring the YB Youth Club On Wheels is maintained to a high standard, remains compliant, legal and roadworthy (e.g. MOT, Road Tax, Insured etc) at all times. You will be the first point of contact for all matters relating to the YB Youth Club On Wheels.

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 opportunities that YB has to offer.



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7. Key Responsibilities:

- To support the YB Management team with 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 YCOW provision. This includes managing a number of YB sessional staff with the aim of continuously improving all aspects of both the quality and consistency of our delivery.
- Coordinate and quality check the delivery of core schemes of work, including evening sessions, weekend, school holiday, residential and any special activity events delivered through the YB YCOW Provision, ensuring they involve and reflect the needs of children, young people and the communities we serve. Through working closely with the YB Fundraising Team ensure all schemes of work and delivery of services are fully funded, meet best/safe practice standards and are delivering agreed outcomes (grant criteria/club priorities etc.)
- Develop and maintain effective partnerships with key local community stakeholders and agencies, as well as regional, national & international youth sector organisations to ensure YB services are integrated, collaborative in approach and our policy and practice guidance reflect national standards and statutory guidance.
- To act as the Deputy Designated Safeguarding Lead for YB YCOW Provision 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 as DSL.
- Ensure the ongoing safe operation of YB YCOW Provision, through a high level of risk management, fit for purpose operating procedures taking into account all Health & Safety, GDPR and required Quality Assurance standards.
- To recruit, train, develop and place staff as needed ensuring the undertaking of regular staff supervision which will include setting of targets and assisting with their professional development.
- Undertake direct delivery 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, 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.
- 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.



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- Ensure maintenance of performance data through VIEWS system 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.
- 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 and ideally have either a Level 2/3 Youth Work qualification or equivalent qualification and/or appropriate lived experience with the commitment to complete professional Youth Work qualifications. You will also have some experience in a Supervisory/Management role.
- Have a flexible approach to work as evening, school holiday and some weekend, including residential work will be involved. Note: This role may on occasions necessitate some non-UK based residential work for short periods of time.
- 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.
- 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 2 or above Youth/Community work qualification* | | X |
| 3. | Appropriate lived experience | | X |
| | *or equivalent e.g. Teaching Certificate, Coaching qualification or lived experience with commitment to study for Youth Work qualifications. | | |
| | Career experience | Essential | Desirable |
| 1. | Working in a community and/or youth club setting. | X | |
| 2. | People Management/Supervisory experience | X | |
| 3. | Undertaking monitoring, evaluation & report writing | X | |
| 4. | Partnership working | X | |
| 5. | Managing cash & budgets | X | |
| 6. | Recruiting & supporting volunteers | X | |



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| 7. | 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 | |
| 8. | Advocate for the involvement of young people in all aspects of service delivery. | X | |
| 9. | Working directly with varied groups of young people & community organisations | X | |
| 10. | Publicity and or marketing tasks using different media | | X |
| 11. | Quality Assurance Scheme & Performance Management | | X |
| | Knowledge, Experience & Skills | Essential | Desirable |
| 1. | Knowledge of issues affecting children, young people and communities | X | |
| 2. | Experience of implementing new programmes/systems to improve consistency and quality of personal and operational performance leading to improvements in our Youth Offer. | X | |
| 3. | A self-starter, with a “can do” attitude who can work unsupervised and motivate others. | X | |
| 4. | Strong networking skills and ability to create and foster good working relationships with a wide variety of people/organisations. | X | |
| 5. | Flexible approach to work and a real team player, who is adaptable to varied working environments. | X | |
| 6. | Ability to work to deadlines with strong organisational skills | X | |
| 7. | Passionate about improving and sustaining services and community based facilities for young people. | X | |
| 8. | Competent in the use of the VIEWS system and understand the importance of electronically recording and evidencing the impact of the work YB and our Community Youth Clubs do. | | X |
| 9. | Excellent communication skills and strong IT skills including Excel, Word & Publisher | | X |
| 10. | A thorough knowledge of compliance regarding roadworthy and legally compliant operation of a motor vehicle and H&S to ensure YB operates Mobile sessions in a fully compliant manner. | | X |
| 11. | A comprehensive understanding of charity commission best practice and governance. | | X |
| 12. | Experience of supervising and developing fellow Team members | | X |