



## **JOB DESCRIPTION**

**Job title:** National Youth Practice Development Lead

**Service:** Practice Development Team

**Salary:** Grade 4 (upper) Point 34 - 38

**Hours:** 37 hours per week

**Location:** Homebased with regular national travel

**Responsible to:** Head of Practice Development

### **Summary of job:**

This is an exciting opportunity for an experienced, passionate, and motivated leader to join us on our journey to develop and embed our youth services across the organisation.

The post holder will hold a strategic leadership role for Youth Practice within Family Action and will lead the development of an inclusive youth model.

This is a national role, with regular national travel, which will support the implementation and ongoing development of our existing and new youth services, across the organisation. We are looking for an individual with sound knowledge of the youth framework, a dynamic individual, with a creative approach, who can drive and lead change and effectively communicate and collaborate at all levels with key stakeholders.

You will inspire and motivate others to provide high-quality and responsive services. You will play an essential role in developing external relationships to promote youth services, maximise opportunities for growth and build partnerships.

### **Key tasks and responsibilities:**

1. Lead the development of youth services in the organisation, working closely with the Head of Practice Development and Deputy Directors to develop a youth framework, curriculum and quality assurance approaches, enabling the safe and effective delivery of youth services across the organisation.
2. Use professional expertise in youth practice to inspire and motivate staff who will provide high-quality and responsive youth services.
3. Ensuring that youth services provide safe, welcoming spaces where all individuals feel valued and have a sense of belonging. Actively involving young people with diverse perspectives in decision-making processes and program design.
4. Support our youth services to develop service models and practices to meet demand and respond effectively to a wide range of issues, based on the national youth practice standards and national youth work curriculum.



5. Develop and embed procedures, guidance and tools to support practice that is evidenced and accessible.
6. Lead and facilitate a Youth Community of Practice.
7. Ensure youth participation at Family Action is at the core of the service delivery, ensuring young people's voices support and shape organisational planning.
8. To support the safe and effective recruitment of new staff as required, following the principles and guidance of Family Action's Safer Recruitment and Equality & Diversity policies.
9. To develop, deliver and evaluate youth practice workshops and training sessions.
10. Disseminate information and knowledge to staff and volunteers to improve standards and deliver safe and credible services.
11. Monitor and evaluate the work providing reports that include information on session recordings and statistical information as required. Advise on identified priorities for further work or investment and improvements to the delivery of the organisation's youth services and outcomes.
12. Work closely with the Business Development Team and contribute to bid development to help us grow the organisation's youth portfolio.
13. Undertake case and dip-sample audits of our existing and new youth services.
14. Contribute towards developing policies and procedures for the organisation's youth services, ensuring they are translated into practice with support and training.
15. Contribute towards implementing identified practice improvements to drive high quality and performance.
16. Have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults. Seek advice and support from your line manager and/or identified individuals to discuss user - related concerns and risks (e.g. abuse, domestic violence, escalated mental health).
17. Initiate, negotiate and develop strong and collaborative relationships with commissioners, partners, national and local VCSE organisations, and other key stakeholders.
18. Work with your line manager to continually pursue personal and professional development, taking an active role in regular supervision and clinical supervision.
19. Seek and act on regular feedback about the quality and impact of the organisation's youth services from referral agencies.
20. Undertake own administration and keep timely and accurate records whilst at all times adhering to GDPR, confidentiality and information sharing protocols and provide



monitoring information as required.

21. Participate in internal and external meetings and events to promote, support and celebrate the work of the organisation and agencies and promote a positive public image of Family Action, representing the organisation to increase professional and public awareness of its work and of the views and needs of service users.
22. To contribute to strategic forums as required, and support the overall development of Family Action's strategy, policies, procedures and plans for its services.
23. Embrace and implement Family Action's Equality & Diversity Policy in every aspect of your work and positively promote its principles amongst colleagues, service users and other members of the community.
24. Comply with Family Action's Health and Safety and Data Protection policies and protect your own and others' health, safety and welfare.
25. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

## PERSON SPECIFICATION

<b>Education, Qualifications &amp; Background</b>	
1.	Professional and relevant youth qualification (Youth Work Degree). JNC Professional Youth Work Status.
2.	Significant, professional experience of effective delivery and management practices in children's and young people's settings.
<b>Experience</b>	
3.	Experience of implementing and undertaking quality assurance activities within a youth service.
4.	Experience of working within a large and complex organisation and building cross-departmental relationships.
5.	Ability to confidently build relationships with a range of professionals, stakeholders and young people . .
6.	Experience of developing youth models that meet minimum standards for youth services.
7.	Experience of leading and engaging a wide range of stakeholders incl. staff and volunteers within youth services.
8.	Demonstrable evidence of effective leadership of projects with the ability to take key partners and young people on a 'change journey'.
<b>Knowledge &amp; Skills</b>	
9.	Understanding of the National Youth Work Curriculum and the Youth Work Outcomes and Skills Framework
10.	A thorough knowledge of good practice and legislation in relation to safeguarding, youth work, social care provision, outcome management and management controls.
11.	Knowledge and understanding of the needs of vulnerable service users of all ages combined with an awareness of the needs of diverse ethnic communities.
12.	Ability to develop policies and procedures in Youth Services that treat all youth equitably, regardless of their background or identity; ensuring they are translated into practice with support and training.
13.	Have a proven ability to effectively engage and deal with stakeholders at all levels in the delivery of outcomes.
14.	Excellent presentation and record keeping skills, with the ability to collate and analyse data and to present in accessible formats.
15.	Excellent ability to work autonomously to effectively plan and prioritise work, adapting to new models of working in a confident and professional manner.
16.	Proficient in Microsoft Office with strong IT and administration skills. Ability to monitor and evaluate projects' impact.
17.	Understand how to drive and embed change at all levels within an organisation. Ability to work systematically in the delivery of work to a clear plan.
18.	Ability to demonstrate personal credibility, liaise and communicate with those at senior levels, effectively prioritise your workload and be personally and professionally creative and flexible.
<b>Values</b>	
19.	<p>Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by:</p> <ul style="list-style-type: none"> <li>• Being <b>people</b> focused</li> <li>• Reflecting a '<b>can do</b>' approach</li> </ul>



	<ul style="list-style-type: none"><li>• Striving for <b>excellence</b> in everything we do</li><li>• Having <b>mutual respect</b> for everyone we work with, work for and support through our services</li></ul>
<b>20.</b>	Be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.
<b>In addition</b>	
<b>21.</b>	Willing to work hours flexibly, including evenings and weekends as required to meet the needs of the service. Willingness to travel regularly.