

Maternity Cover - Programme Development Lead Peterborough



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This role offers a great opportunity to join the Romsey Mill Team and build on the work of the current post-holder, bringing energy and enthusiasm to the ongoing development of relationships and opportunities with young people, families and local communities in Peterborough.



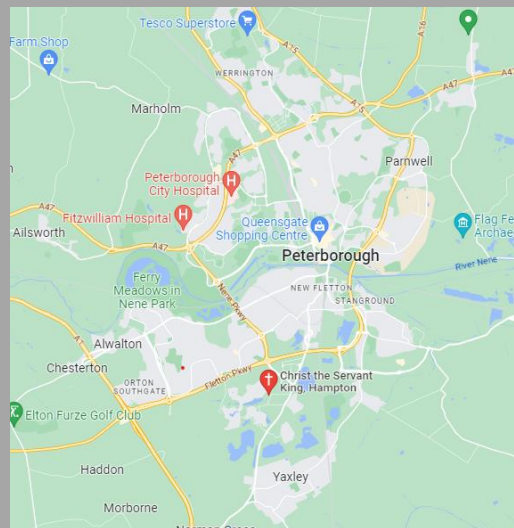
Working with two highly experienced Programme Coordinators, you will help to grow our *Youth Development Team* activities, currently present in Hampton, and continue the development of our newly launched *Aspire* project.

Joining a growing Peterborough team, you'll support the expansion of weekly groups, one-to-one work, family support, school-based alternative education, trips and residential experiences. Increasing partnership working with local community groups and agencies will be key to this.

Romsey Mill's *Youth Development Team (YDT)* works with disadvantaged, at-risk and vulnerable young people (aged 10 - 21 years) across Cambridgeshire and Peterborough. *YDT* are passionate about supporting young people to overcome challenges, live fulfilling lives and inspire change in the world. We currently engage around 1200 young people each year.

Aspire is the name of Romsey Mill's project that supports autistic children and young people. We currently deliver 14 specialist youth clubs across Cambridge, Cambourne, Linton and Hampton supporting over 180 autistic young people. We're excited about further extending the work across Peterborough.

You will work out of the office Romsey Mill rents at CSK Church in Hampton for 3-4 days per week. We utilise space there and in other community facilities for the delivery of activities. You will also spend 1-2 days working from Romsey Mill Centre, Cambridge.



Romsey Mill

Who we are

Romsey Mill (romseymill.org) is a charity creating opportunities with young people, families and local communities across Cambridgeshire and in Peterborough.

Starting as a community initiative established by local churches in 1980, and now existing as a charitable company, Romsey Mill is alongside families with children in their early years, teenage mothers and young fathers, children and young people experiencing multiple life challenges. We grow positive relationships, develop engaging activities, provide practical and emotional support, enable learning and skills progression, promote inclusion and well-being. We do all this as an expression of Christian faith in action working in partnership with a diversity of groups and organisations. Our staff team is comprised of 61 employees: 19 full-time and 42 part-time and sessional, with a full-time-equivalent of 35 staff members.

Romsey Mill has been serving local people, places, groups and organisations in Cambridgeshire for 44 years; across our different areas of work Romsey Mill supports over 2000 individuals each year.

Romsey Mill Registered Charity number: 1069905



Our Vision and Values

Romsey Mill's vision is of a transformed society where all young people, children, and families fully belong, positively contribute, and thrive. Working to make this vision a reality, the mission and intent of Romsey Mill is to create opportunities with young people, children, families and communities to overcome disadvantage, promote inclusion and develop personal, social, and spiritual wellbeing.

Romsey Mill's vision for the future, and purpose in the present, continue to be inspired by beliefs and values shaped by the Christian faith. We work openly and inclusively with people of any faith and of none.

KEY TASKS AND RESPONSIBILITIES

Delivery

- Manage our Lead Youth Development Worker, our Aspire Development Worker, and other staff team members appointed, encouraging them to establish positive relationships with young people, from which grows excellent activities, advice and support.
- Contribute effectively to leading and embedding the work of our Aspire and Youth Development teams in Peterborough.
- Participate in delivery of youth work, modelling best practice, enabling continual improvement of all activities, and celebrating young people in their communities.

Development

- Work with young people, their local communities, our Peterborough team, and Programme Coordinators to expand provision and develop activities in specific geographical areas based on identified needs and emerging opportunities.
- Contribute to the development of relationships and preparation of funding proposals to Trusts and Statutory Funders and other supporters, working closely with Programme Coordinators and Romsey Mill's Fundraising Team.
- Be a public advocate for Romsey Mill including the delivery of training courses and consultancy that develops the wider youth work sector and enhances awareness of Romsey Mill.

Partnerships

- Create and contribute to the leadership and growth of partnership working with organisations and agencies including CSK Church in Hampton, St. Peter's Church in Yaxley, schools, post-16 centres, voluntary sector groups, other churches, parish and city councils, health services including the disability team, housing societies.
- Take part in multi-agency meetings concerning specific individuals you're supporting and act as a lead professional where appropriate. Negotiate with other professionals, share information appropriately, plan and co-ordinate meetings.

Safeguarding

- Undertake required training and provide safeguarding support to staff based in Peterborough.
- Ensure that all meetings, community activities and other events, for which you are responsible, take place in accordance with agreed health and safety, equal opportunities, safeguarding and other key policies/procedures.

Operations

- Support the recruitment, training and management of volunteers and young leaders to act as positive role models who can support work in Peterborough.
- Actively engage in team meetings, training and leading in the production of programme development and action plans.
- Be a face-to-face contact with the public, representing Romsey Mill to individuals and organisations and reflecting the Christian values of the organisation to those whom the organisation serves.
- Organise and oversee the effective use of facilities at CSK Church, and other community facilities for the delivery of youth club provision and other work, ensuring that our hosts are happy with our use of their buildings.

Reporting

- Enable and support effective monitoring and information/data gathering towards demonstrating the impact of our work.
- Ensure that the activities and outcomes Romsey Mill are committed to are tracked and that required reporting procedures are followed.
- Produce written material, photographs and other media suitable for inclusion in reports.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications		
<ul style="list-style-type: none"> • Minimum of 5 years of community development / youth work / partnerships / or similar experience • General qualification to Level 3 (A levels or equivalent) including Level 2 (GCSE) in English and Maths • Evidence of work-based training and development • Relevant role-related qualification e.g. youth work / community development / social care / educational • A degree-level qualification 	✓ ✓ ✓	✓ ✓
Experience and Skills		
<ul style="list-style-type: none"> • Able to demonstrate considerable experience of building effective relationships with young people and their families/communities • Experience of partnership work in a community development context, with faith-based groups and other civic organisations • Knowledge and experience of supporting autistic children and young people • Experience of developing effective and meaningful youth participation processes which promote young people's interests, concerns, and welfare • Experience in facilitating children and young people's exploration of their values and beliefs thereby encouraging their personal, social and spiritual development • Skilled in developing, leading and managing self and others • Strong communication ability – both verbally and in writing • Assured in the planning and prioritising of work responsibilities within a context of leading multiple projects • Hold a current driving licence • Good understanding of and commitment to Equal Opportunities and anti-oppressive practice • Knowledge of Health and Safety and Safeguarding policy and practice • Able to demonstrate some experience of supporting volunteers • Access to a private vehicle for work use 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Attributes		
<ul style="list-style-type: none"> • Confident and creative in growing relationships with young people, their families and communities • Passionate about young people, community organising and leading and developing new projects • Enthusiasm and flexibility, including willingness to work 1-2 weekday evenings and occasional weekends • Inspiring leader who enjoys working as part of a diverse and inclusive team • Acts with integrity and empathises with others 	✓ ✓ ✓ ✓ ✓	

Terms of Employment

Ideally this is a full-time role (37.5 hpw) but we would consider a part-time role (minimum 22.5hpw). There is a need for flexibility, as the role requires daytime and some evening hours.

Location : CSK Church, Hampton and Romsey Mill Centre, Cambridge

Contract: minimum 6-months maternity cover starting June 2024

Salary: £31,364 - £33,945 (FTE, pro-rata for part-time)

Leave: 25 days pro rata annual holiday plus public holidays
(with further increases based on length of service)

Pension: Qualifying Workplace Pension under auto-enrolment

Training: In-service training and other development opportunities

How to Apply



You can apply for the role using the online application from at <http://www.romseymill.org/work-for-us>

Completed application form, with covering letter and monitoring form, should be submitted by **9:00am Friday 26th April 2024** to Diane Hicks either by email: diane.hicks@romseymill.org or by post: Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ.

The interview day will be: **Thursday 2nd May 2024**

For any enquiries or to arrange an informal conversation about the role please contact:

James Bennett, Programme Manager james.bennett@romseymill.org or CEO Neil Perry, neil.perry@romseymill.org) alternatively call 01223 213162

ROMSEY MILL

Creating opportunities with young people and families



“I have a sense of belonging and an avenue for support”

