

Children and Young People's Manager

Reports to: Head of Children and Young People's Services

Direct reports: Befriending Coordinators, Play Coordinator, Children and Young People's Coordinator, Children and Young People's North Lead Youth Worker, Children and Young People's South Lead Youth Worker.

Hours: 37.5 per week

Salary: £34,284 - £39,836 per annum (starting at the beginning of the scale).

Job Description – Children and Young People's Manager

Job purpose:

To provide oversight of the Children and Young People's Service, ensuring high-quality, holistic support for Disabled children and young people across Bristol, B&NES, and surrounding areas. This includes managing the day-to-day operations, overseeing staff and volunteers, and ensuring compliance with safeguarding and operational standards.

A key focus of the role is to lead and develop the [Listening Partnership](#), fostering participatory outcomes that amplify the voices of Disabled young people. Through this work, the postholder will support young people in challenging barriers and influencing positive change within their communities and beyond.

Key tasks and duties

- Staff line management for the Children and Young People's (CYP) Coordinator and lead worker staff team. Ensuring all HR, Safeguarding and operational policies are adhered to, regular supervision is carried out and recruitment and induction is completed as required.
- Responsible for setting own Objectives and Key Results and to support the Head of Children and Young People's Services to set department objectives.
- Oversee the supervision process of the sessional play/youth worker teams.
- Ensure that service delivery is within agreed policies, procedures and targets and meets all statutory and regulatory requirements.

- Ensure effective monitoring systems are utilized, appropriate data is gathered, and reports produced within deadlines. This includes equalities monitoring and reporting that is relevant to development.
- Ensure the Children and Young People's Service is delivered with the child or young person's voice at the forefront of any decision making.
- Provide leadership and oversight for the day-to-day Safeguarding operations, ensuring the safety and wellbeing of staff, volunteers, children and young people.
- Lead on development of Children and Young People's Services including identifying suitable funding for future projects that focus on removing barriers and challenges for Disabled children and young people and their families.
- Work directly with the young people in the Listening Partnership, focusing on achieving meaningful outcomes and strengthening Disabled young people's voices in key decision-making processes across the city.
- To plan, deliver and contract manage the Listening Partnership participation group.
- Work within the participation network to support the voice of young Disabled people.
- To engage with visitors wanting to attend the Listening Partnership to ensure their consultation sessions are effectively planned and supported for positive outcomes.
- To keep all data in accordance with WECIL's Data Protection and Confidentiality policies, and in accordance with the principles of GDPR.
- Ensure all reporting (financial, data, case studies etc.) for funded contracts is of the highest quality and submitted on schedule.
- Oversee the delivery and performance of relevant Children and Young People funding contracts.
- Attend contract review meetings with funders and local authorities to evaluate and continually develop the Children and Young People's Services.
- To actively seek feedback from group members and their parents/carers to ensure the groups are responsive to their needs and advise on the development of future services and activities.
- Build positive relationships with key stakeholders within the Children and Young People sector whilst also being a representative for the organisation within the CYP sector across Bristol and surrounding areas.

- Collaborate closely with the Management Team, direct reports, and other WECIL departments to ensure seamless service delivery and alignment with organisational goals.
- Build and maintain strong relationships with Local Authorities, Disabled Children's Services, funders, partners, parents, and Disabled children and young people, ensuring collaboration and alignment to enhance services and outcomes.
- Ensuring the Children and Young People's Service is working with other services within WECIL to develop wider community support.
- Support with the development of an appropriate Safeguarding culture and process within the organisation.
- Responsible for the financial management of key funding streams which includes completing financial reports for funders and monitoring expenditure throughout the financial year.
- To lead on embedding inclusive practice across all service delivery, ensuring that services are underpinned by the principles of the social model of disability and are aligned with WECIL's core equalities values.
- Responsible for interacting with children, young people and their families to manage expectation and support any necessary intervention for the family.

General Responsibilities:

- Uphold WECIL's Equal Opportunities Policies and ensure effective implementation in all relevant aspects of service delivery and staffing.
- Act at all times within WECIL's Rules, Policies, Procedures, Standing Orders and Financial Regulations and any other statutory requirements
- Observe WECIL's Code of Conduct at all times and advise any suspected breaches to the Line Manager.
- To work to the WECIL Charter and support other staff members to do so.
- To undertake training as required.
- To attend staff and team meetings as required.
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors.

- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities and make sure that customer needs and business objectives are met.

Person Specification

Essential

- A commitment to Disability Equality principles, ensuring all services promote the rights, independence, and flourishing of Disabled young people.
- Experience of operational service delivery that is focused on the needs of Disabled children and young people and their families.
- Good knowledge and understanding of the Social Model of Disability.
- A commitment to working flexibly, including evenings and weekends, as required to fulfil the needs of the role and support the team effectively.
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- Experience working with data to effectively write impactful reports to funders.
- Previous experience of building and maintaining relationships with stakeholders (funders, Local Authority, Disabled Children's Team etc.)
- Confident in planning and organising own workload efficiently and dealing effectively with conflicting priorities.
- Experience of engaging, communicating and working with parents and families of Disabled children and young people.
- A strong understanding of the needs and challenges faced by families with Disabled children with the ability towards showing sensitivity towards these needs.
- A high level of understanding of Safeguarding and Protecting of Children and Young People.
- Previous experience of managing provision for Disabled children and young people and promoting a user-led experience.
- Good understanding of financial concepts, with the ability to interpret financial reports and make informed decisions based on financial information.
- A strong understanding of youth participation and youth voice.

- Experience supporting Disabled young people with the development of participation skills (public speaking, consultations, writing campaigns, delivering workshops etc.)
- Experience in managing and motivating a diverse team of full-time and part-time staff and volunteers, including those working irregular hours and across multiple locations, with a focus on fostering collaboration and maintaining high performance standards.
- The ability to travel between locations across the Bristol and B&NES area.

Desirable

- Qualification in Youth Work, Play Work or Team Leading.
- An understanding of the differences between Play Work and Youth Work.
- Experience managing budgets and expenditure.
- Lived experience of disability.