



# Deputy Head of Programmes [Senior Youth work] - Candidate Pack

# Hello from the Caxton Team!

Already experienced in Special Education needs, delivering and facilitating youth activities and looking for a chance to make a big difference to the lives of learning disabled and autistic young people? Ready to be part of a growing team at a community youth organisation based in Westminster?

We are Caxton Youth Organisation. We are a specialist youth club, creating community, breaking barriers and empowering learning disabled and autistic young people. Over the next three years and beyond, we will aim to reach more disabled young people and become more youth-led - and you could help make that happen.

Caxton is an energetic environment, and in your role you will be working alongside the Head of Programmes and wider team to deliver an effective and thriving youth service that supports and develops the aspirations of young people.

We are seeking a team player, someone who wants to lead and support youth workers and work together to deliver excellent, high quality sessions. We are looking for a candidate who can demonstrate high levels of professionalism, and excellent skills for empathizing with people, as well as a solid understanding of safeguarding and programme delivery.

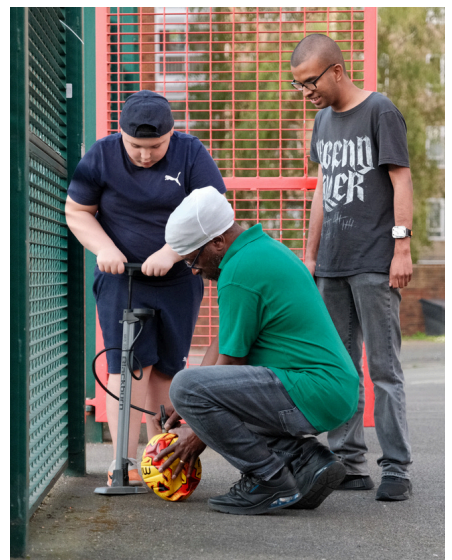
In this role you will need to be able to communicate with young people with different communication skills and show a great level of understanding of autism and learning disabilities. There will be times where you need to think on your feet and be responsive to changing needs. Flexibility is key to this role.

In this role you can make a direct impact to young people every day.

**Rose Swainston**  
CEO

# The Benefits of Working at Caxton

- 25 days holiday a year pro rata, plus bank holidays. You will also gain up to 17 days of additional leave in return for overtime accrued on the three residentials, to be taken during fixed dates over the year.
- Occupational sick pay provided and Enhanced parental leave.
- A proactive organisation that offers development opportunities and training opportunities.
- Access to Bright Exchange, which offers discount codes.
- Occasional offsite access to other workspaces via our corporate partners.
- Centrally located (just a 7-minute walk to Victoria station), at our youth club – with a wide range of shops, cafes and bars right on the doorstep – and where you will be directly getting to know the local community that Caxton work closely with, as well as opportunities to take part in fun activities with our young people.
- Opportunities to take part in our quarterly staff wellbeing sessions.



**Job Title:** Deputy Head of Programmes (Senior Youth Work role)

**Location:** Westminster

**Reports to:** Head of Programmes

**Responsible for:** Part-time youth workers

**Contract:** Permanent

**Days and hours:** 37.5 hours a week Monday to Friday, excluding breaks.

**Salary:** £34k-36k (depending on experience)

**Availability:**

Must be available:

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- must be available to directly lead 2 of the evening sessions each week
- must be available 1-9 on Monday, Wednesdays and Fridays
- 9-5 Tuesdays and Thursdays
- to work three residential trips per year

**What will you be doing?**

**Purpose of the role:**

- To provide innovative, exciting and accessible youth work and youth projects to disabled young people aged 11-25 years old.
- Developing and delivering your own inclusive activities.
- Supporting the young people to participate in activities and thrive at Caxton
- To support the delivery of our holiday programmes and residentials, providing overnight disturbance cover when needed.

## **Main tasks:**

### **Key Responsibilities**

#### **Youth Work Leadership**

- You will ensure the team deliver fun and creative sessions
- You will implement appropriate briefings before and after sessions: ensuring volunteers and visitors are appropriately briefed about their roles, responsibilities, the activities and any safeguarding updates.
- You will ensure you are able to actively supervise the session and can clearly ensure good safeguarding and practice.
- You will build trust and act as a positive role model to help members grow in confidence.
- You will take a positive approach to monitoring, and evaluation, overseeing the effective collection of data during sessions.
- You will support the senior leadership team in developing a learning organisation, encouraging reflective practice and the collection of data.

#### **Journey to Employment Programme**

You will lead on a programme and increase the aspirations of young people:

- run regular 1:1 sessions for five young people per term.
- ensure we work with businesses for mini work insights days, workshops and trips.
- ensure employability workshops are run regularly for young people at the youth club.
- run 11 Dream Big Sessions a year, ensuring each month young people will take part in an activity to grow their aspirations and 'expose' them to new opportunities.
- run 2 x Group volunteering sessions a year
- help over 24s with a transition, taking on targeted work.
- participate in effective monitoring and evaluation

#### **Deputy Head of Programmes**

You will plan and deliver the holiday activity programmes ensuring you:

- plan in advance with the youth work team and appropriately brief them before the start of the holidays.
- inform families three weeks in advance and collect information about attendance.
- ensure the planning document is fully completed before the start of the holiday.
- manage the team on the ground alongside the Head of Programmes, ensuring activities run as planned with a solutions focussed approach to problem solving

## **Managing Referrals**

You will oversee the journey of a referral with the aim of increasing the numbers joining Caxton, this means that you will:

- effectively manage and track referrals
- flexibly and regularly check-in with referrals, supporting them to overcome barriers to joining;
- arrange and ensure site visits take place, paperwork is completed and assessments of need, supporting the young people through to joining and getting used to the service.

## **Line Management**

You have responsibility for two part-time youth workers, with possibility of growth including:

- onboarding and mentoring them as team member
- setting clear targets, holding appraisals and giving feedback
- managing workloads and ensuring quality standards
- acting as a communication bridge, sharing organisational updates with them and reporting the impact of their work to managers
- handling leave requests, looking after their wellbeing and supporting their health and safety.

## **General requirements:**

- To provide for the social educational needs of young people with disabilities, through inclusive youth work practice.
- To ensure that no young person suffers discrimination in access to provision as a result of their gender, ethnic identity, sexuality, disability and/or social background.
- To liaise with other workers and agencies in the area to create opportunities for Caxton's members to achieve more.
- To meet any administrative requirements of the senior management team (within the scope of your role).
- To work within and according to Caxton Youth Organisation's policies and procedures.
- To encourage participation and promote responsibility among the membership.
- To work in a supportive manner with the staff team, volunteers, and trainees.
- To undertake training relevant to the post, as identified through supervision.

## **Required skills, knowledge and qualifications**

- Good level of experience of youth work or other work with young people, especially SEND young people.
- Minimum Level 3 Youth Work
- A good understanding of inclusive practice, special educational needs and neurodivergence.
- A good understanding of the barriers faced by learning disabled and neurodivergent young people.
- A fun, motivated and enthusiastic person who thrives in a busy and high energy environment.
- Compassionate, strong empathy and a person centred approach.
- Excellent written and communication skills and confident use of Microsoft packages.
- A strong understanding of safeguarding and managing disclosures.
- Able to work as part of a team and to use own initiative.
- Willing to work regular evening youth clubs, stay on overnight on residentials and work the occasional weekend.

## **Desirable**

- Level 6 in Youth work
- Experience of supporting learning disabled and autistic young people.
- A strong understanding of the principles of youth work as a distinctive practice of informal education and voluntary participation.
- Knowledge of Makaton or other communication aids.
- To have a driving licence
- Ability to drive a minibus (including a D1 licence and MIDAS qualification).
- First aid and/or mental health first aid training.

## **Essential Safer Recruitment Criteria**

1. A cleared Disclosure and Barring Service (DBS) check at an enhanced level. This check is necessary as the work involves dealing with or having access to children and vulnerable adults whilst undertaking normal duties.
2. The candidate must be able to provide at least two relevant references prior to taking up the post.

Caxton Youth Organisation is an Equal Opportunity Employer. We will consider all reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. We encourage applicants from underrepresented groups'.