

	Role Description
Role	Education and Youth Development Manager
Reporting to:	CEO
Location	London
Direct Reports	Youth Development Lead, Youth Development Officer.
Organisation purpose:	We Belong exists to ensure young migrants living in the UK are treated equally and fairly in the society they call home. We Belong works with and for young migrants to hold those in power to account and fight for wider immigration reform. We do this by breaking down barriers through direct advocacy, strategic litigation, campaigning, and equipping young migrants to be leaders and set agendas within the migration sector and develop their critical thinking to address social justice issues. We also provide support by giving accurate information on student finance rules and various opportunities and make referrals to organisations for young people to get the legal and specialist advice they need.
Context:	Young migrants can experience barriers to educational attainment, further and higher education, employment and personal development because of their immigration status. These barriers can arise before a young person reaches the point of applying to university or entering employment. Early intervention is therefore essential to ensure that young migrants understand their rights, receive appropriate support and are able to make informed decisions about their education and future. The Education and Youth Develop Manager’s function brings together We Belong’s work on early intervention, educational attainment, access to further and higher education, employability, skills development, youth leadership and progression into positive destinations.

Role purpose	The Education and Youth Development Manager will provide strategic and operational leadership for We Belong's youth development, education, employability, skills development and youth participation work. They will oversee the delivery, quality assurance and evaluation of programmes supporting young migrants to overcome barriers to educational attainment, access further and higher education, develop skills and progress into employment and other opportunities. The Education and Youth Development Manager will oversee the Let Us Learn Programme, which includes Student Loans Company eligibility guidance and engagement with higher education institutions, educational outreach. In addition, they will have full oversight of the Emerging Young Leaders Programme as well as We Belong's Duke of Edinburgh's Award Bronze programme. They will strengthen young people's participation in organisational decision-making through the Core Group and ensure that young people are supported to influence We Belong's priorities and programme development. They will line manage youth development staff, oversee programme budgets and reporting, build strategic partnerships and use evidence from casework and direct engagement to identify systemic barriers. The postholder will develop practical policy solutions and recommendations to improve young migrants' access to education, employment and wider opportunities.
Key accountabilities	Key activities/tasks
Youth Development	Develop and implement We Belong's youth development strategy in line with the organisation's mission, strategic plan and theory of change. • Establish a clear programme pathway covering early intervention, educational attainment, further and higher education, employability, skills development and progression. • Ensure that We Belong's programmes respond to the different needs of young migrants at different stages of their education and development. • Identify gaps in support for young migrants and develop appropriate programmes, partnerships or referral arrangements to address them. • Set clear annual objectives, outcomes, key performance indicators and delivery plans for the youth development and progression function.

	• Advise the CEO and Senior Management Team on emerging risks, opportunities and priorities affecting the education, employability and development of young migrants. • Ensure that programmes are designed with the meaningful participation of young people and reflect their lived experience and integration of the Core Group.
Education and early intervention	• Provide strategic oversight of We Belong's work with schools, colleges, universities and other educational institutions. • Oversee the development and delivery of the Schools Excellence Programme. • Ensure that early intervention work helps schools and colleges identify and address immigration-related barriers before they adversely affect attainment, progression or wellbeing. • Develop relationships with universities and other education providers to improve access, support and financial assistance for young migrants. • Encourage institutions to establish scholarships, bursaries and other forms of support in addition to existing Sanctuary scholarship schemes. • Ensure that schools, colleges and universities understand the practical barriers young migrants face and the steps institutions can take to remove them.
Employability, Skills and progression	• Develop We Belong's employability and skills development offer for young migrants. • Oversee major organisational activities, including the Annual Youth Summit. • Oversee the development of the Emerging Young Leaders Programme and support programme delivery • Ensure young people receive information and guidance on employment, apprenticeships, volunteering, work experience, training and other post-education options. • Develop relationships with employers, businesses, training providers and employability organisations. • Create opportunities for young migrants to build confidence, workplace knowledge, professional skills and networks.
Programme Quality and direct support	• Ensure that all youth development and progression activities are delivered to a consistently high standard. • Establish clear practice standards for providing information, guidance, signposting and ongoing support to young people.

	• Ensure staff maintain appropriate professional boundaries and provide support in a respectful, non-judgemental and empowering manner. • Oversee systems for regular check-ins with young people and ensure that support is proportionate, purposeful and properly recorded. • Ensure that information provided to young people is accurate, current and clearly distinguishes information and guidance from regulated legal advice. • Review complex or sensitive cases and support staff to identify appropriate options, referrals and escalation routes. • Undertake direct delivery or provide direct support where necessary, while ensuring that the primary purpose of the management role remains leadership, oversight and quality assurance. • Ensure that young people are connected to relevant We Belong activities, leadership opportunities and external support.
Monitoring, evaluation and learning	• Develop and maintain an effective monitoring, evaluation and learning framework for youth development and progression programmes. • Ensure that quantitative and qualitative information is collected consistently and accurately. • Ensure that staff maintain timely and appropriate records on We Belong's CRM and other monitoring systems. • Track participation, engagement, outcomes, progression and longer-term impact. • Use data and feedback to identify trends, assess programme effectiveness and improve delivery • Support funding reports associated with areas of accountability.
Safeguarding	• Promote a strong safeguarding culture across all youth development and progression activities. • Ensure that staff understand and follow We Belong's safeguarding, staff safety and escalation procedures. • Support staff to identify, record and respond appropriately to safeguarding or welfare concerns. • Ensure risk assessments are completed for programmes, events, work experience placements, external delivery and other relevant activities. • Maintain appropriate oversight of health and safety, lone working, travel and professional boundaries.

	Act as the Designated Safeguarding Lead only where the postholder has been formally appointed, appropriately trained and provided with sufficient organisational authority and capacity.
Team leadership	Managing staff, providing them with good leadership, specifically including: - Ensuring team members understand what is expected of them - Providing regular supervision and appraisal - Identifying development needs of team members and act as coach when required - Contributing to creating a culture of continuous learning - Conducting regular reviews of team performance and providing constructive feedback to both the team and individuals - Working with SLT to identify skills and /knowledge gaps within the projects - Acting as a role model in terms of behaviour and performance at work
Working with clients	- Upholding a positive, empowering approach to work with young people, including: - Working respectfully and non-judgementally to engage children and young people who may not be engaging with other services - Supporting young people to be as independent and self-directed as possible and encouraging participation when appropriate - Maintaining appropriate, boundaries relationships with young people
General responsibilities	- Attending and participating in internal meetings as required - Being a positive, cooperative and constructive team member, upholding the values of We Belong complying with We Belong's monitoring and recording requirements - Representing and promoting the organisation's work positively - Carrying out all work with due regard to We Belong's policies and procedures, including safeguarding and staff safety - Promoting Equality and Diversity principles in all aspects of work
Other duties	Carrying out any other duties which fall reasonably within this role

Person Specification		
	Essential (must have to carry out the work)	Desirable (not essential but preferable)
Knowledge - Understanding of good practice in managing staff - Understanding of the principles and practice of youth participation - Knowledge of the UK's immigration system	X X X	

Understanding of widening participation	X	
Experience - Experience of supervising and line managing a team of frontline professionals and volunteers - Significant experience of providing information and advice, designing outreach to support youth development - Experience as a Designated Safeguarding Lead - Experience of working with funders, including at funding presentations and reporting back on grants	X X	X X
Qualifications and training Relevant qualifications/training to the post Youth Work qualification		X
Skills and abilities - Ability to manage, supervise and support staff members - Excellent verbal and written communication skills - Ability to plan, record and organise work to clear targets - Confident and able to work under pressure to prioritise and meet deadlines - Able to work independently without direction and as the leader of a team	X X X X X	
Qualities - Energetic, self-motivated and organised individual who is prepared to throw themselves into the work of We Belong, work collaboratively and uphold our mission, vision and values - Creative and enthusiastic thinker that is able to support their team to examine complex client cases and identify options that will enhance opportunities for young people - A empathetic, supportive team leader, able to respond to their team's needs and guide them team through the challenges of frontline work	X X	

Other requirements • Prepared to work out of hours occasionally • Willing to attend training	X	X