

HEAD OF PROGRAMMES

RATE: £38,000 - £40,000 per annum
HOURS: 35 hours per week* *see benefits*
LOCATION: Barnet, London / hybrid
CONTRACT: Permanent
START DATE: July 2024

KEY DATES

Deadline: Friday 14th June 2024

Stage 1 Interviews: Thursday 20th and Friday 21st June 2024

Stage 2 Interviews: Wednesday 26th and Thursday 27th June 2024

Start date: from w/c 8th July 2024

YOUTH REALITIES

Youth Realities is a youth and survivor-led charity based in Barnet, addressing teenage relationship abuse through creative education and specialist, survivor-centred support.

Youth Realities aims to:

- Reduce abuse within teenage relationships
- Increase awareness of teenage relationship abuse through education
- Empower young people's personal development & growth
- Provide advocacy and trusted support for young survivors

Our vision is a world where young people live free from relationship abuse and violence. Our mission is to end relationships abuse by working with young people to provide specialist spaces for *prevention, intervention and healing*.

Everything we do is 'youth-led' and 'survivor-centred' which means we centre the needs and experiences of young people, and survivors; providing regular opportunities for them to feedback, co-produce and lead on the delivery, design and development of the charity.

Our values, embedded in the heart of our work, are: youth-led, survivor-centred, safe, equitable and audacious.

ROLE & RESPONSIBILITIES

The Head of Programmes, forming part of the Senior Leadership Team (SLT) and reporting directly to the CEO, is a critical role holding overall responsibility and management of Youth Realities' programme delivery and development.

Youth Realities currently runs four core programmes, underpinning our three outlined priority pillars: prevention, intervention and healing.

Prevention

Creative education in schools and communities through our **Deepin Relationships** programme. The programme, which is run by the Education Lead and further recruits young people as Youth Facilitators within it, offers dynamic, inclusive and creative workshops that help to teach young people about healthy relationship behaviours. The workshops offered are: healthy friendships, healthy relationships, understanding consent, and understanding online harm.

Intervention

Our core and most in-demand programme is **1:1 IDVA Support for young women and girls**. Youth Realities has designed a long-term, holistic approach to traditional IDVA intervention for young women and girls experiencing harm in their intimate and close relationships, including intra-familial violence. The programme currently consists of three full time, qualified/ing Young People's IDVAs and one Senior IDVA and DSL who oversees safeguarding and case management. Through regular one-to-one support for up to 18 months, the IDVAs engage young women and girls in mentoring and advocacy, consisting of both immediate crisis intervention and long term, sustainable social-emotional development post-separation.

Healing

Youth Realities offers young people creative and need-centred opportunities to heal through wellbeing activities. These include regular **Wellbeing Workshops, drop-in days and trips** delivered twice a month and throughout half terms and holidays, organised by the Creative Activities Lead. We also run weekly **Deepin Dance** classes for young women aged 16+ consisting of Pole Fitness and mixed-genre dance, led by the Project Lead. These spaces enable young survivors to build friendships, belonging and develop their skills. Dance specifically was highlighted as a meaningful way to regain agency and power over their bodies whilst simultaneously benefitting their mental and physical health through regular movement.

The charity currently engages over 100 young people each year in intervention and healing activities, with an additional target of 1500 young people per year to be engaged in the Deepin Relationships programme through funding awarded from May 2024 - May 2026.

The primary role of the Head of Programmes is to oversee the delivery, development and evaluation of all programmes, which will include direct line management of all delivery staff (currently seven).

People management:

- Holding weekly team meetings with the Creative team (Project Lead, Education Lead and Creative Activities Lead), weekly case reviews with the Senior IDVA and monthly check-ins with all staff to oversee their wellbeing, general performance and upkeep of any discussed actions and outcomes
- Reviewing and approving all required staff annual leave, sickness and emergency time off, ensuring support and alternative capacities are in place to avoid disruption to delivery
- Complete quarterly performance reviews, monitor and implement any required performance, training and staff support plans
- Be the primary point of contact for any staff concerns, leading on disciplinary procedures if required, in line with relevant legislation and policies

Programme management:

- Work collaboratively with the staff team to set strategic delivery plans with objectives that align with agreed funding contracts, whilst ensuring the charity has reasonable and safe capacity to achieve set outcomes
- To vigilantly work to budget and approving spend requests, ensuring all staff are following outlined spending protocols
- Work closely with the CEO and Fundraiser to outline required funding for development of programmes, establishing budgets and assisting with fundraising where required
- Design and develop evaluation methodologies utilising Youth Realities database, Upshot, to record, monitor and evaluate the impact of all programme - ensuring staff are trained to input data correctly
- Be innovative, creative, strategic and pioneering in designing and developing new opportunities of support

Safeguarding:

- To adopt the Deputy Designated Safeguard Lead (DDSL) responsibility, being the primary point of contact in the absence of the DSL
- To ensure all programmes are operating within the scope of their legal safeguarding responsibilities, outlined policies and agreed quality assurance protocols
- To ensure all programme policies and assessment processes are kept up to date and implemented across the staff team, providing training where necessary

Relationship management:

- Build effective relationships with key stakeholders to advance the service delivery and development, seeking aligned partnership opportunities
- Ensuring external parties engaged across the programmes are aligned with the charity, operating within agreed Service Level Agreements and approved risk assessments, placing young people or the charity at no risk of personal or reputational harm
- Be the first point of contact for any external relationship conflict or concerns, operating within outlined Complaint or Whistleblowing procedures, and reporting to the required agencies if necessary (Charity Commission, DBS, police etc.)

Other important details:

Youth Realities is currently going through an exciting transitional period, as the current Founder and CEO is leaving the charity in August 2024 and a new CEO will be joining our excellent team. With both SLT members being new to the charity, this is a brilliant opportunity to bring fresh perspectives, energy and passion to Youth Realities, taking guidance from the knowledge and experience of the serving staff team.

It will be critical that the first few months of this role are spent learning, exploring, listening to and working closely with staff and young people supported. Building strong staff relationships is crucial to the success of this role, to be able to truly understand how the charity operates as a small, grass-roots community provision.

PERSON SPECIFICATION

- Experience of programme and people management, evidencing the ability to achieve key objectives and outcomes to a high standard
- Compassionate and inclusive leadership methodologies that accommodate individual needs, abilities and circumstances, including during conflict or disciplinary processes
- Core understanding of violence against women and girls, relationship abuse and exploitation, that is centred through the lens of harm prevention and survivor-safety
- Creative thinking, able to adapt to challenges to produce positive outcomes
- Pragmatic and practical, able to evidence strong time and task management
- Exceptional organisation, able to balance a multi faceted workload that host a range of outcomes and objectives
- Sound finance and budgeting abilities and experience, able to independently manage spending and mitigate risk of financial insecurity or overspend
- Ability to form strategic and trusted relationships with stakeholders
- An understanding of safeguarding children and vulnerable adults practices
- Self-motivated, innovative, committed and able to work with minimal supervision
- Desirable - local knowledge of and relationships held in Barnet and neighbouring boroughs

PERSONAL DEVELOPMENT & BENEFITS

- Regular Clinical Supervisions with an external, specialist mental health professional
- Health Assured Employment Assistance Programme which includes a 24/7 emotional helpline, counselling and a wellbeing resource app, and more.
- Free parking on-site in Colindale and funded travel between delivery sites
- Optional bank holidays including in annual leave entitlements
- Registered work phone and laptop to complete duties
- *Fortnightly four-day working week policy, providing 100% pay maintenance for 80% working hours every two weeks
- Paid sick leave

HOW TO APPLY

Please apply directly through Charity Job.

- 1. Attach your CV**
- 2. Attach a cover letter detailing your experience relevant to the outlined person specification, and answering why you, why now and why Youth Realities?**

If you require adaptations for this application or an interview, please contact 07551 022 824 or talia@youthrealities.co.uk to discuss this further.

This role is not based in any of Youth Realities' sex or gender exclusive spaces, so is not restricted to applicants of any specific gender identity.

We look forward to receiving your application!