



## Head of Youth Employment

APPLY NOW



# OUR MAIN VALUES

Over at IMO, our values are important to us in ensuring that the work environment is a fair and enjoyable place to be. Our team takes pride in representing these values through their decisions, actions and responsibilities in their day to day life. **Our values include:**



Passion



Respect



Accountability



Teamwork



Knowledge



Action



Equality and  
Diversity



## Message from the CEO

Dear Candidates,

Our new 'YouThrive In Life' youth mentoring and employment programme is fundamental to the future of IMO Charity. As the next step in our strategy is to make a lasting impact on the lives of young people, particularly those from South Asian backgrounds in Blackburn with Darwen. This role is a crucial leadership position that will shape the future of the programme, I hope ultimately IMO as a whole and eventually transforming lives.

This is a unique opportunity to build on the foundation of our pilot phase, guiding the programme into its next phase of development with a vision for long-term sustainability. We are searching for a leader to do this, someone who understands both the complex challenges our target demographic faces and possesses the experience and passion to develop this programme from pilot to established.

Our ideal candidate will be someone who can work collaboratively with our team, partners and the community, driving innovative solutions and building meaningful relationships. You will sit at the heart of our organisation's strategy, working closely with me, the Senior Management Team and the Board to shape the future of our 'YouThrive In Life' programme.

This is an exciting and challenging role and we need someone who can bring energy, commitment and strategic thinking to the table. You will have the chance to not only lead but also inspire, mentor and make a real, measurable impact on the lives of disadvantaged young people and families.

If you are passionate about creating opportunities and changing lives through education, mentoring and employment then we want to hear from you. We are eager to find the right person who can bring this programme to life and make it a cornerstone of our Charity's work for years to come.

We look forward to finding the right leader to take this forward. I am very happy to talk about the role – just drop me an email.

Yours Sincerely,

Mohammed Sidat MBE

CEO - IMO Charity

**Job Title:** Head of Youth Employment

**Department:** Youth Employment

**Responsible to:** CEO

**Place of work:** IMO Office, Blackburn with Darwen and across East Lancashire

**Hours of work:** 37.5 hours per week

**Period of contract:** Fixed term two years (extension subject to funding)

**Annual Leave:** 25 days plus the normal 8 bank/ public holidays

**Salary:** Merit Based Pay £43,000 - £47,000

**Benefits:**

- 25 days plus 8 bank holidays
- Flexible working arrangements
- Pension Scheme
- Sick pay
- Internal staff well-being group to support staff welfare
- Personal development opportunities
- Free staff parking
- Health Benefits



# "Inspire, Motivate, Overcome"

## Purpose of post

In 2022, IMO decided to develop deep and focused youth employment programming to address the significant need in our community. To deliver this, we are partnering with Impetus. The new programme supports young people from South Asian backgrounds to bolster their opportunities for sustained education, employment and training (EET) by providing 1:1 mentoring, family engagement and practical experience.

We are excited to recruit a leader for this programme, to develop it beyond the initial pilot phase into a long-term, sustainable provision, build and manage local partnerships, work with others to develop a long-term funding model, and ultimately to support young people in securing and sustaining employment.

This is an exciting and new type of work for IMO Charity, and we are looking for someone to take it forward. It is a strategic priority, sits on the Senior Management Team, and will report directly to the CEO.

## What we are looking for

We are looking for an experienced, inspiring leader who can utilise our assets with the local community, working with the existing team and local partners to take our exciting new employment programme for disadvantaged young people in Blackburn with Darwen into its next phase of development and generate meaningful long-term outcomes.

Successful candidates will bring extensive front-line experience with a similar target demographic; strong management, planning and communication skills and will offer a high level of initiative and a common-sense approach to working.

At IMO Charity we take pride in creating an environment where each and every employee has the potential for personal growth and where their impact is valued.

"As a grass roots charity, we have been supporting the vulnerable and deprived adults and young people of Blackburn with Darwen. Over the years, we have seen many barriers and challenges the local community are facing. We aim to ensure that we are targeting these issues to help people be inspired, motivated and to help them overcome any situation."

**Mohammed Sidat (CEO)**

## KEY RESPONSIBILITIES

### Leadership and line management

- Work with CEO and other SMT members in leading the wider organisation in 1:1 and Senior Management Team meetings
- Lead on recruitment, selection and induction of new mentors
- Line managing, motivating and training mentors
- Be an ambassador for IMO, including by role-modelling its values, promoting Equity, Diversity and Inclusion, and being a visible senior leader

### Programme design and development

- Lead on strategic planning - design, development and implementation of all pillars of the Youth Employment programme (mentoring, family engagement and practical experience)
- Building on the initial pilot phase, determine the scope, targets and KPIs for programme over the next 3 years
- Develop all key elements of the programme including but not limited to outreach and partnerships, curriculum, quality assurance, impact management, financial resourcing
- Work with the IMO team to adapt and build on existing IMO delivery practices, and work closely with members of the wider organisation to ensure the new programme operates efficiently within all other activities
- Develop strategic relationships to build the network and pipeline of schools and potential delivery partners for the long-term benefit of the programme and its funding streams

### Programme management and delivery

- **Oversee the delivery of further cohorts of the IMO's youth employment programme including:**
  - Ensuring provision of high-quality, consistent delivery of all pillars
  - High-impact, meaningful opportunities sourced and scheduled to meet the needs of individual young people
  - Effective monitoring, evaluation and reporting
- **Management of delivery staff by way of:**
  - Supervising and developing delivery staff both individually and as a group
  - Managing schedules and workload
  - Problem solving any delivery issues with the relevant parties e.g. schools, young people and families
- **Build and contribute to a culture of impact management by:**
  - Maintaining and monitoring systems & KPIs to facilitate regular impact management reviews which gather useful and relevant data to improve programme delivery
  - Conducting regular programme reviews with the relevant team members to evaluate delivery and impact and make required changes to the programme
  - Report updates and relevant impact data to the team internally as well as to the board, external partners and other stakeholders on a regular basis
- Act as the point of contact for existing partners, strengthening & maximising relationships, dealing with day-to-day enquiries and escalating issues to the CEO when necessary
- Ensure that employer partners are well prepared to support potential candidates, including by educating them about any specific challenges and clearly aligning expectations on all sides

## **Develop sustainable funding model**

- Support CEO to develop a sustainable funding model required to deliver IMO's youth employment programme. This will include working with the team to conduct a review of costs to deliver an effective programme over the next 3 years
- Contribute to an income generation strategy for the youth employment programme

## **Wider organisational responsibilities**

- Work to identify and incorporate youth voice into IMO's work, including by encouraging candidates to share their stories, challenges and feedback on our services
- Help to secure and create case studies and other content for IMO's social media channels, website and blogs that communicates the charity's objectives, activities, impact and contributes to raising the profile of the charity

## **PERSON SPECIFICATION**

IMO Charity 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.

Successful candidates must demonstrate:

- A genuine commitment to IMO Charity's mission and passion for our work
- Deep knowledge, understanding and empathy of the challenges facing the programme's target demographic, with a focus on delivering impactful youth employment programmes
- 3+ years' experience of designing, developing and managing programmes with multiple workstreams for young people
- 3+ years' experience of leading, line managing, training and developing delivery staff
- Strong background in monitoring performance, using databases/CRM systems and reporting on outcomes
- Using data and considering stakeholder needs and expectations to inform decisions and implementing corrective actions
- Thorough understanding of safeguarding policies and experience managing concerns and implementing procedures
- Ability to establish and maintain effective external partnerships to achieve organisational aims, ideally including schools, community organisations and employers
- An ability to work proactively, manage multiple priorities, and use initiative to find effective solutions to problems
- Excellent organisation and administration skills
- Excellent interpersonal and communication skills, and the ability to empathise with others
- An understanding of and commitment to Equity, Diversity and Inclusion in programme delivery and the workplace
- Proficiency with Microsoft Outlook, Word, Excel and PowerPoint
- A willingness to undertake an enhanced DBS check

## **Safeguarding Recruitment:**

IMO Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can expect to have their personal information entered on to a Single Central Record, which will be shared governing bodies and organisations where applicable.

The person appointed to this post will have contact with vulnerable young people and adults. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

## **Equality & Diversity:**

As we are a diverse charity that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the IMO Charity and to achieve their full potential. IMO Charity is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

## **To Apply**

Please send your CV and a cover letter to [hr@imocharity.org](mailto:hr@imocharity.org) by **Monday 30th September 2024 by 4.30pm**. Shortlisted candidates will be invited for an interview week commencing 7th October 2024.

Your CV should include the names and contact details of two referees. It should also include your notice required from an existing employer.

Please thoroughly read through this document before applying as it contains the person specification. Your cover letter should specifically address your qualities and attributes, which should be linked to the duties and key responsibilities.

Finally, appointment to this role is subject to satisfactory references and DBS clearance.

For an informal discussion with the CEO, call Mohammed Sidat on 01254 781310.