



Head of Programmes - Candidate Pack

Hello from the Caxton Team!

Already working as a line manager in the youth sector but looking for a new challenge, a place to develop your skills, or a chance to make a big difference to the lives of learning disabled and autistic young people?

Ready to be part of the senior leadership team at a community youth organisation based in Westminster, at an exciting time as we are half-way through our strategy?

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 continue to implement our new strategy, reaching more disabled young people and becoming more youth-led; and you could help make that happen.

There are many reasons why the work Caxton Youth Organisation does is important. At Caxton Youth Organisation, we want to shape a more inclusive society free from disabling barriers where all young people can lead happy, healthy and more independent lives. Our team of qualified youth workers and practitioners create a safe, welcoming and inclusive space in the community where disabled and autistic young people can make friends, learn new skills, build confidence, and be themselves.

We're a small charity but our work and impact is long-lasting and holistic. For everyone who works at Caxton, it's more than just a job. All the team want to make a lasting difference to the young people we work with.

What we're looking for:

As an ideal candidate, you will bring proven experience of overseeing the delivery and management of youth programmes with learning disabled and autistic young people, directly delivering youth-led services. You will have demonstrable experience of team management and will line manage an amazing team of youth workers supporting them to grow and thrive and deliver the best outcomes for young people. You will support the organisation to meet deadlines and complete reports to be able to keep Caxton as a sustainable and impactful organisation. You will have demonstrated your ability to use reflective youth work practice and flexibility and innovation across your career. As an outstanding communicator, you will possess an exceptional ability to develop and maintain partnerships, capable of securing commitment to Caxton Youth Organisation and building a confident team. You will have proven experience of strategically thinking about developing projects and programmes for young people.

If this sounds like something you want to be part of then I hope you will consider joining our organisation.

Rose Swainston
CEO

A handwritten signature in black ink, appearing to read 'R Swainston', with a horizontal line drawn through the middle of the letters.

The Benefits of Working at Caxton

- A flexible approach with a mix of home and office working.
- 25 days holiday a year plus bank holidays.
- Access to Wellbeing services via Bright HR and Westminster Talking services.
- A proactive organisation that is currently developing a new development and reward plan for staff. We want to know how you'd like your career to develop with us and to have your voice heard.
- 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.
- Access to cooking facilities during lunchtime and access to sports and recreational equipment such as table tennis during breaks.
- Opportunities to take part in our monthly staff wellbeing sessions.
- Access to training opportunities via partnerships and our memberships



Length of Post: Permanent

Location: Predominantly Westminster

Reports to: Chief Executive Officer

Responsible for: Youth Workers, Sessional Workers and Sessional Volunteers

Hours - Full time – 37.5 hours per week, including evenings.

Availability: Must be available to directly lead 1-2 of the evening sessions each week on either Monday (6.30-9pm), Wednesday (6.30-9pm) or Friday (6.00-8.30pm), and to work the occasional residential trip.

Salary: £36,000-£41,000 (depending on experience)

What will you be doing?

You will be joining Caxton Youth Organisation during an exciting time in our strategy, as we aim to maximise our reach and support the wellbeing of over sixty learning disabled and autistic 11–25-year-olds in Westminster each year, by creating communities, breaking barriers and empowering young people through youth work. You will be central to this, developing a team of youth workers and ensuring our programmes are delivered successfully, maintaining top quality accessible activities, embedding referral and activity partnerships.

Service Delivery & Partnership

- Responsible for the management and oversight of youth programmes and activity delivery, developing youth work that meets the needs of learning-disabled young people through direct and partnership delivery with third sector providers.
- Oversee the development of a varied term-time and holiday youth provision, inclusive of sports, arts, cultural and recreational activity that promote the development of physical and emotional well-being.
- Develop a meaningful dialogue with learning disabled and autistic young people and families, with the purpose of creating youth-led services.
- Establish an inclusive culture; where all are welcome and supported to participate.
- Develop initiatives and partnerships to build strong links with the local community and support the growth of positive perceptions of young people.

- Implement current monitoring and evaluation methods and develop a framework.
- Organise regular outreach to facilitate the involvement of young people from across the borough, and oversee the referral process for new young people.

Social and Emotional Wellbeing Programme

- You will work alongside a sessional youth worker to develop and deliver our social and emotional wellbeing programme, running workshops and 1:1 activities and activities with partners, to promote the 5 ways to wellbeing and develop peer mentors. This programme is measured using the Edinburgh-Warwick scale.

Leadership

- Ensure all staff are aware of practice standards, expectations and timescales, and establishing a culture of responsibility and accountability building trust, good morale and teamwork.
- Manage service delivery in a manner that promotes equality of opportunity and collaborative working.
- Consistently promote and apply the Caxton Youth Organisation policies and standards in managing employee sickness absence, unsatisfactory performance, conduct, discipline, and grievances, and complaints according to best HR practice.
- Support the recruitment and induction of staff and carry out regular supervision and annual performance appraisals for line reports.
- Take responsibility for staff timetables, rotas, and annual leave; arranging and authorising any necessary staff cover that may be required.
- Take authority for expenditure for events and activities within established Caxton Youth Organisation financial processes.
- Ensure that Caxton policy and procedures for health and safety are adhered to and that all youth activity equipment is maintained, taking action as necessary to ensure compliance.
- Ensure risk assessments are carried out for the activities and services and updated as and when necessary.
- Ensure regular health and safety checks are carried out before sessions.
- Ensure safeguarding standards are upheld, with responsibilities as one of the Designated Safeguarding Leads.
- Ensure that the staff have appropriate levels of training to work with a cohort of young people with special educational needs and disabilities and that training and development is at the forefront.
- Provide feedback for organisational policies and procedures.

Strategic

- Take part in regular Senior Leadership Team meetings to enhance service delivery and work alongside our fundraiser to maximise resources.
- Support the CEO with strategic reviews and implement the relevant objectives of the operational plan.

Administration

- Oversee the keeping of accurate and up to date records of attendance, medical data and maintain safeguarding records.
- Prepare and present quarterly reports for the review of the Board of Trustees.

Person Specification

What we'd love from you: (the Essentials)

- A personal commitment to Caxton's mission to create communities, break barriers and empower learning disabled young people.
- Experience of managing and delivering targeted youth work, and a professional or occupational qualification in Youth Work (Level 2 or above)
- Demonstrable experience of line managing a team.
- Experience of the learning disability sector and of implementing projects with learning disabled young people.
- Evidence of continuing professional development.
- A satisfactory DBS check at enhanced level is required.
- Excellent written and communication skills
- Experience of successfully managing youth projects with outcomes and deadlines.
- A strong track record of developing and embedding a performance management culture with a clear development focus.
- Ability to motivate and empower staff so as to build effective teams and relationships, trust, good morale and teamwork.

Desirable

- An understanding of different communication methods, including Makaton
- Experience of detailed reporting to funders on all aspects of the programme and services
- First Aid Qualification
- A proven ability to manage expenditure budget
- Able to demonstrate a track record of strategic planning and delivery.
- 2+ years of line-management experience.
- Level 3+ qualification in youth work