

## Job description

Job title:	<b>Youth Work Director</b>
Responsible to:	<b>CEO</b>
Responsible for:	<b>The Youth Work team</b>
Key contacts:	<b>Finance Director, Fundraising and Marketing Coordinator</b>
Hours of work:	<b>37.5 per week</b>

### Who are we?

We see a future in which young people are change makers, with clear confident voices that are heard. A future in which any young person from any background can grow and flourish to become their best selves. In that future they exercise both their rights and responsibilities and invest their lives in building strong communities. We walk together with young people as trusted partners who support, guide, inspire and empower them with that future in mind. We are The Mix.

The charity includes 127 Trading Limited, a wholly owned subsidiary set up and operated to generate additional income to The Mix.

### Overview and purpose of role

As a senior leader responsible for our youth work alongside the CEO, the Youth Work Director will be responsible for delivering the youth work purpose of The Mix through and the strategic objectives of the charity. They will sustain a belief in the intrinsic value of young people, and a desire to support young people's wellbeing and development.

The postholder will ensure our youth work maintains its excellent standing and reputation through services of the highest quality and greatest relevance to our beneficiaries. They will represent and promote the charity and its charitable activities amongst the community, with partners and stakeholders, and be a leading voice and advocate for young people.

They will both lead and continually develop the youth work team and the range of youth work services we offer in line with our agreed strategy and values for youth work. Developing and supporting an outstanding team of motivated and capable youth workers will be key maintaining a welcoming, safe environment for young people offering engaging, diverse, and impactful activities based on sound evidence and feedback from young people.

### Main responsibilities

#### Working with young people

1. As Designated Safeguarding Lead, ensure there is a strong culture of safeguarding so that young people are kept safe and feel safe.
2. Ensure there is a strong culture of listening to young people, so they are heard and feel heard.
3. Developing a range of co-designed activities based on the evidential needs of young people within the charity's strategic plan.

4. Raising awareness of the needs of young people and being an advocate for young people and youth work both internally and externally.
5. Stay up to date with youth work and the needs of young people ensuring appropriate knowledge transfer to colleagues.
6. Oversee safeguarding of young people, reporting to the board and liaising with the CEO / nominated Trustee safeguarding lead as appropriate.

#### Leadership and management

7. Provide overall leadership to the youth work team within the agreed strategic framework and objectives.
8. Line manages reports comprising senior youth workers and specialist youth workers through an engaging and coaching style with a focus on development of potential of youth work colleagues.
9. Develop and sustain positive working relationships with all Mix team members by listening to and supporting other, providing good feedback and sharing information appropriately.
10. Develop coherent long-term training and personal development plans for the youth work team.
11. Support the Trustees, Directors, and CEO with the development of strategy and its operational delivery.
12. As part of the senior leadership team, contribute to the wider management of the charity.
13. Deputise for the CEO as required.

#### Finance and funding

14. Work with the Finance Director, Fundraising and Marketing Coordinator and others to identify and maximise the effectiveness of the grant funding and other fundraising activities.
15. Manage the department and project / programme budgets and spending appropriately ensuring appropriate communication and reporting.

#### General / other

16. Interact with h stakeholders, partners, and other external organisations to represent the charity, young people, and youth work to ensure good relationships and a positive reputation.
17. Work with the Fundraising and Marketing Coordinator to ensure young people, youth work and our youth services are appropriately promoted, and marketing aims achieved.
18. Provide written and verbal reports or presentations to the senior leadership team and Board of Trustees (and / or the Board of Directors) as appropriate.
19. Follow all relevant policies including the safeguarding of Young People and stay up to date with relevant legislation, regulations, and best practice relevant to the role.

## Person Specification

Qualifications, knowledge, skills and / or experience	Essential	Desirable
Excellent experience of youth work or working with young people preferably in or with the charity / not-for-profit sector.	✓	
A thorough understanding of youth work, the needs of young people and legislation / regulation including national and local youth work policy that impacts upon the lives of young people.	✓	
A sound knowledge and understanding of schools or other relevant experience of education.	✓	
A recognised qualification of first degree or NVQ4 Level 4 standard preferably relevant to youth work, young people or the charity sector or equivalent experience.	✓	
Excellent communication and interpersonal skills to established and maintain effective working relationships with both internal colleagues and external contacts / organisations	✓	
Sound leadership, management, and people skills experience of multi-functional teams, preferably within the charity or similar organisation.	✓	
Recent Designated Safeguarding Lead training or a willingness to complete.	✓	
Robust understanding of child protection and safeguarding.	✓	
Strong data analysis, reporting, communication, and presentation skills for both internal and external audiences	✓	
Sound experience of IT and systems including relevant accounting and office software	✓	
A willingness to work flexibly including some unsocial hours (evenings and weekends) as required	✓	
An ability to represent the charity and the needs of young people with external stakeholders, the public and relevant organisations	✓	
Resilient and adaptive to change.	✓	
Ability to work collaboratively with different teams/areas of The Mix, appreciating and advocating for healthy relationships.		
Experience of financial management and planning including budgeting and cost control		✓
Experience of strategic thinking and planning, and demonstrable innovation and creativity		✓
Experience of grant funding and fundraising relevant to the charity and our aims		✓
Full current driver's licence, access to a vehicle for travel and business insurance cover for travel to multiple work sites		✓

*The Mix Stowmarket Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offers are subject to the completion of satisfactory pre-employment checks and role-specific DBS (criminal records) checks.*