

Candidate Pack



Key Work Manager (Maternity Cover)

Overview

Job title:	Key Work Manager (Maternity Cover)
Pay:	£37,800 PA
Contract:	12 Month FTC, with possible extension, earliest start date 02/11/2026
Hours:	37.5 hours per week, including some evening & occasional weekend work
Location:	30 Petworth Street, Battersea, SW11 4QW and within the local community.
Benefits:	Workplace pension, free use of our gym and discounts in our bike shop.
Holidays:	28 days including Bank Holidays
Responsible for:	Key Work Team
Responsible to:	CEO

About the Role

As Key Work Manager you will lead on and oversee all Key Work activity at Carney's Community. This includes undertaking key work yourself on a one to one basis with participants as well as managing a small team of key workers.

You will provide advice, practical support and befriending to a caseload of participants, aged 11-30, who are at risk of offending or social exclusion; to encourage and enable them to participate in Carney's Community's personal development opportunities and to access the wider services and support they may need in order to give them the best chances of being "the best they can be". This will involve supporting young people to engage in positive and constructive activities, attend YJS/Probation appointments and creating opportunities for their personal, social and emotional development.

You will work alongside the employment support manager to plan and deliver the employment group, supporting participants that attend this group and leading specific employment programmes. As manager for the project you will oversee the small team of key workers, provide support, guidance and supervision. You will be involved in monitoring and reporting for the project, collecting feedback from participants. You will manage referrals to the project from other organisations including schools, social services, probation and the youth justice service.

About You

You must have proven experience of working directly with young people in a youth work or key work setting, providing one to one support. You will have the ability to empathise and mediate for young people, a strong understanding of the local area, barriers facing young people, the interplay between material disadvantage, vulnerability and social exclusion and be highly skilled in diplomacy, professional distance, demonstrating empathy, boundaries and sound judgement. You will have experience managing other staff or volunteers.

About Carney's Community

We support young people living in and around Wandsworth, targeting ages 11-30 facing extreme challenges including criminal justice system involvement or care experience. Carney's works differently by providing long-term, consistent, unconditional support with empathy; a safe space and activities including boxing, bike workshops, youth club, employment support, studio sessions, mentoring and key work.

Inspired by boxing legend Mick Carney, the charity was founded in his name after his passing in 2011, building on work led by our co-founders. We aim to create a "virtuous cycle": while support is free of charge, we ask that when young people are ready, they channel the positivity they have received into others. As a result, many go on to volunteer, mentor, join our staff team or even set up their own community initiatives. Former participants make up the majority of our workforce. They provide the most authentic role models, people who genuinely understand the challenges our young people face and who show what is possible.

For our young people we strive for equality and aim to:

- Improve Physical and Mental Health
- Improve Education, Skills and Employability
- Improve Community Engagement
- Reduce Offending and Reoffending



Boxing



Bike Workshop



Youth Club



Employment Support



Studio



Key Work

Main Objective of the Role

To ensure the smooth running of the key work project, management of the key workers and provide empathetic and holistic support for very disadvantaged young people.

Key Responsibilities

Management

- Manage a small team of key workers.
- Undertake regular supervision meetings, annual appraisals and create development plans with each team member.
- Support the development and training of staff
- Ensure staff work within policies and procedures for the organisation
- Responsible for monitoring and evaluation activity required for key work
- Work with the employment support manager to plan and deliver the employment group, including workshops and socials and to manage specific employment schemes in partnership with local employers and organisations.
- As part of the management team contribute to the organisation's outcomes, working collaboratively with other managers and colleagues.
- Provide update reports on progress for team meetings, management meetings and trustees.
- To support the key work project maintain positive relationships and networks with local specialist organisations and agencies e.g. education providers, health and specialist services, Youth Justice Service, probation and voluntary and community groups.

Direct work with participants

- Develop effective one-to-one working relationships with an identified group of at risk participants, their families/carers and provide intensive, individual support and mentoring. This may involve outreach and other youth work strategies to engage the interest of young people and families.
- Work with each participant through their Personal Development Plans to identify barriers to their achievement and personal development. Set individual goals to support learning or personal development targets, monitor reviews and celebrate progress towards these targets.
- Keep in regular contact with the identified participants, through arranged appointments and informally, and provide ongoing advice, practical support and encouragement to enable them to participate in positive and constructive activities and a range of informal learning and personal development opportunities. This will involve taking on the role of the lead professional for a certain number of young people on the caseload.
- Research and provide participants with information on the range of learning, training and career options and support available to them, referring to other services and specialists where needed.
- Support participants as they move between school, college and work; oversee off-site learning for those at risk of dropping out or under achieving, be a source of support over issues that arise from participants learning outside mainstream education.
- Link young people to appropriate organisations according to their individual needs and accompany them on visits to interviews and events.
- Take appropriate actions to negotiate with and advocate for the participants to overcome barriers and achieve individual goals.
- Carry out home visits and provide information to the families of the identified participants.
- Maintain accurate, up to date records of case work, record and monitor participant's progress and outcomes and supply information to relevant partners and input into Carney's database.
- In collaboration with other Carney's staff, link key worked participants into group activities. This may include joining these activities to encourage participants to attend.

Other duties

- Participate in regular supervision and annual appraisals; help to identify your own job-related development and training needs.
- Work with anti-discriminatory, empowering practice, ensuring everyone is treated with dignity & respect.
- Adhere to Carney's Community's policies and procedures as set out in the employment handbook.
- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the aims, values and ethos of Carney's Community.

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. Duties will be reviewed and revised as required.

Person Specification

Essential Skills and Experience

- Relevant Degree (e.g. Social Work or Youth & Community Work) or demonstratable relevant professional experience.
- A proven track record of successfully working with vulnerable youth and young adults including offenders or those at risk of offending or those deemed to be vulnerable.
- Experience of managing a team of staff, including experience of providing support, direction and motivation to staff.
- Contemporary understanding of safeguarding issues - both in theory and in practice.
- Excellent people skills. You will be a strong negotiator, able to set clear boundaries and ready to offer mediation in a variety of settings.
- Clear commitment to the aims and objectives of Carney's Community.
- The ability to work under pressure, with minimal supervision and to prioritise a varied and demanding workload.
- Able to work flexible hours including evening and weekend work.
- Good working knowledge of IT systems (including Word and Excel)
- Excellent organisational and administrative skills.
- A resourceful, pro-active approach with a high level of initiative.
- Capacity to analyse problems and identify solutions.
- A confident and assertive personality, with an aptitude to work with humour, tact and diplomacy.
- A track record of being punctual and reliable.

Desirable Skills and Experience

- Knowledge of Battersea and Wandsworth
- Experience working in a charity or similar non-profit organisation
- Recent Training and First Aid and Safeguarding. (Training in current regulations and practice will be offered to the successful applicant).

Please note that Carney's Community can only accept applications from individuals with the right to work in the UK.

There is no fixed closing date for this role. We will review applications as they are received and invite suitable candidates to interview on a rolling basis. The vacancy will remain open until the position is filled.

To apply visit our listing on charityjob.co.uk and apply directly with a CV and cover letter. Link to our Charity Job posting: <https://bit.ly/4czZDaw>

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