



Recruitment Pack

Job Title: Targeted Youth Support Services Manager

Hours: 36.5 hrs per week, including evening and weekend work

Salary: £37,000 gross per annum plus 7% employers pension contribution

Location: Office base in Devizes, Wiltshire with County wide delivery

Contract: Permanent

This recruitment pack contains:

- Information about the role (page 2)
- Job description (page 3)
- Person specification (page 6)

To apply for the role, please complete the application form and return to Nicky Theobald by email: ntheobald@communityfirst.org.uk or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Application Deadline
Monday the 24th of June at 10AM

Community First is an equal opportunities employer.

About the Role Targeted Youth Support Services Manager

Hours: 36.5 hrs per week, including evening and weekend work

Salary: £37,000 gross per annum plus 7% employers pension contribution

Location: Office base in Devizes, Wiltshire with County wide delivery

Supervisor: Head Of Youth Action Wiltshire

The role will manage the delivery of our Youth Action Wiltshire Young Carers, Splash & Project Inspire Services, ensuring that they provide high quality, holistic support for beneficiaries.

It will also support the development and implementation of a strategy for operational growth and advancement across our Targeted Support Services for young people and contribute to the strategic development of Community First, meeting the charity's objectives and Business Plan.

You will have relevant experience of successfully managing targeted youth support services, experience of motivating and supervising staff and volunteers. A successful track record of fundraising, service development, budget management and report writing. Be creative, flexible and able to relate to and inspire young people, partners and funders.

The role will include some evening, weekend and school/college holiday working.

Community First follows Safer Recruitment polices. Due to the nature of the work, this role is subject to an Enhanced DBS, along with relevant background checks, references, a probationary period, and completion of mandatory training requirements.

If you would like to find out more about this position, please contact Steve Crawley Head of Youth Action Wiltshire Email: steve@youthactionwiltshire.org or phone: 01380 729183 or 07818077764.

Please contact us if you would like a hard copy application form, or if you require any assistance in applying for this post.

Please send completed application forms to Nicky Theobald, Premises and Business Support Manager at ntheobald@communityfirst.org.uk. The application form can be found on our website at: www.communityfirst.org.uk/vacancies.

Closing date: Monday the 24th of June at 10AM

Community First is an equal opportunities employer. Registered Charity No. 288117.

Job Description

Targeted Youth Support Services Manager

Job Title	Targeted Youth Support Services Manager
Salary Grade	£37,000 pay scale 660
Hours	36.5 hrs per week, including evening and weekend work
Location	Office base in Devizes, Wiltshire with County wide delivery
Supervisor	Head Of Youth Action Wiltshire

Job Purpose

Manage the delivery of our Youth Action Wiltshire Young Carers, Splash & Project Inspire Services, ensuring that they provide high quality holistic support for beneficiaries.

Support the development and implementation of a strategy for operational growth and advancement across our Targeted Support Services for young people and contribute to the strategic development of Community First, meeting the charity's objectives and Business Plan.

Main Responsibilities

1. Manage our Targeted Youth Support Services, ensuring that young people have access to; Needs assessments and support planning, coaching, mentoring, information, advice & guidance, review sessions, advocacy with specialist services and positive activities, which enable them to effectively tackle the issues that they are facing.
2. Risk assess, organise and manage comprehensive programmes of positive activities across the three targeted services.
3. Research and commission external activity providers and ensure all activity complies with Health and Safety regulations, Safeguarding and Community First procedures.
4. Effectively market our work with referral partners and specialist support staff to identify and support young people to engage.
5. Line manage, agree caseloads and work plans for the services front-line staff. Hold regular supervisory meetings and complete annual and interim staff appraisals ensuring safe working practices are implemented and Community First policies are adhered to.
6. Provide regular written and verbal reports, including statistical data, outputs and outcomes of service delivery and action plans for the Head of Youth Action Wiltshire, Chief Executive, Trustees and funders and ensure all project documentation is completed in a timely manner.
7. Forge new and maintain existing positive partnerships with referral and delivery partners, including the voluntary sector, statutory bodies and the private sector. Promote partnership working and close collaboration and identify potential new areas of joint working to meet common goals.

8. Ensure that all Youth Action Wiltshire staff and volunteers have appropriate checks and training.
9. Ensure our feedback processes are young person friendly, develop and implement Voice Groups and consultation methods, so that they inform and shape our services delivery plans.
10. Identify funding opportunities and prepare funding applications to Trusts, statutory organisations and national funding streams to increase and sustain service provision.
11. Manage groups of young people and be responsible for their care while participating in the “Youth Offer” and be on call in case of emergency.
12. Represent the organisation on local and regional strategic partnerships.
13. Ensure the assets of the organisation are maintained and protected including youth work equipment and vehicles.
14. Support the preparation of service budgets and advise the Head of Youth Action Wiltshire and Chief Executive of any anticipated overspend or potential shortfall.
15. Promote the organisation and our services through marketing and public relations.

General Duties

Responsibility as a Member of the Leadership Team

The post holder is expected at all times to contribute to the attainment of corporate goals and objectives.

- Support the development and implementation of the Business Plan.
- Assist the CEO in establishing new strategic priorities.
- Identify income generating opportunities.
- Implement organisational Quality Standards, as and when required.
- Assume responsibility for a specific area of organisational work.
- Liaise with partners and other key stakeholders.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for their own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First.
- Take responsibility for their own development, inform the line manager of any development needs and take part in agreed development activities.
- Work within the agreed policies and procedures of Community First.
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office and buildings security is maintained, data protection is adhered to, and confidences not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and the Dignity at Work Policy and to complete their duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re- evaluation.

This role is subject to an Enhanced DBS along with relevant background checks, references, probationary period, and completion of mandatory training requirements.

Person Specification

Targeted Youth Support Services Manager

Skills, Knowledge & Experience Creativity, problem solving skills & interpersonal skills	
Essential	Desirable
<ul style="list-style-type: none"> • Relevant experience of successfully managing targeted youth support services, including a track record of service growth and strategic service development. • Relevant qualifications and experience in the design and delivery of youth programmes. • Proven ability to work effectively within a wide range of partnerships. • Ability to report to people at all levels including Trustees, colleagues, funders and decision makers. • Experience of motivating people, supervising staff and volunteers. • Strong understanding of data collection, presenting an evidence base analysis and report writing. • Highly effective communication and marketing skills. • Able to effectively make public presentations and facilitate groups. • Ability to meet deadlines, manage own workload and those of others. • Understanding of local and national youth policy and experience of managing safeguarding disclosures and procedures. 	<ul style="list-style-type: none"> • Level 4 qualification in Youth Work
Personal attributes Initiative, building relationships, team working, equipment, data etc	
Essential	Desirable
<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to use own initiative and demonstrate perseverance. 	<ul style="list-style-type: none"> • MIDAS trained.

<ul style="list-style-type: none"> • Ability to travel around the county. • Ability to work flexible hours. • Excellent interpersonal skill, able to relate to people from different backgrounds including young people, decision makers and funders. • Well organised, confident and self - motivated with the ability to problem solve. • Adaptable, flexible and creative. An innovative thinker able to create new provision, take advantage of new opportunities and consider alternative solutions. • Ability to work independently and as part of a team. • Experience of managing groups and individuals, with the resilience to deal with emotional and behavioural difficulties presented by families and young people. 	
Resource Management (Assets, Financials etc)	
Essential	
<ul style="list-style-type: none"> • Knowledge of budgetary and business planning processes to ensure long-term development of financial resources. • Ability to manage and set budgets & effectively attract funding for youth programmes. • Experience and strong track record of successful fundraising. • Ability to manage assets including vehicles and equipment. 	

Self Disclosure Form – Standard or Enhanced Check

Name:

Previous name(s):

Address with
postcode:

Telephone number:

Date of Birth

Criminal Record Declaration

The role is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore required to declare all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. eligible to be filtered).

> [Find out more about unspent convictions from the criminal justice charity Nacro](#)

Do you have any unspent conditional cautions or convictions in the UK or overseas? Yes No

If yes, please provide further information:

Do you have any spent adult cautions (simple or conditional) or convictions in the UK or overseas that are not protected (i.e. eligible to be filtered) as defined by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978? Yes No

If yes, please provide further information:

Barred List Declaration

If this role has been defined as regulated activity or work it will also be subject to an enhanced with barred list check in England, Northern Ireland and Wales or checks under the Protecting Vulnerable Groups scheme in Scotland.

It is a criminal offence to apply for or accept a position working with children if you have been barred from/listed as unsuitable to engage in regulated activity/work with children.

Are you included on the list of people barred from/listed as unsuitable to engage in regulated activity/work with children?

Yes

No

If yes, please provide further information:

If you are not currently barred from working with children, have you been referred to the Disclosure and Baring Service (DBS) or Disclosure Scotland for consideration to be added to one of the lists?

Yes

No

If yes, please provide further information:

Conduct Declaration

Have you ever been known to any children’s services department or police as being a **Yes** **No** risk or potential risk to children?

If yes, please provide further information:

Have you ever been dismissed for misconduct from any paid or voluntary position **Yes** **No** previously held by you?

If yes, please provide further information:

Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your employment?

Yes No N/A

If yes, please provide further information:

Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licencing body in any country? (as applicable)

Yes No N/A

Sanctions may include: Warnings, conditions, limitations, suspensions removal or any other restrictions that may have applied to your professional registration.

If yes, please provide further information:

Please sign the declaration on the next page

Confirmation of Declaration

Tick boxes below to confirm:

- I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
- In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
- I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
- I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature of candidate:

Print Name:

Date:

Please return in a sealed envelope marked confidential to the Business and Premises Support Manager or email ntheobald@communityfirst.org.uk