



Youth Action Alliance Staying Connected Lead Job Description

Contract Type: Full-time

Location: The Hut, 202 Wornington Road and various locations

Salary: £33,696.00 pa

Hours: 36 hours pw - To be worked between the hours of 9 am to 9 pm with a maximum of 7.2 hours per day (you may be required to work outside of these hours for occasional organised events during evenings and weekends)

Contract length: until 31 January 2026 with scope to extend (6-months probation)

Reports to: Team Manager

What is the overall purpose of the role?

At Youth Action Alliance, our mission is to support the personal and social development (their values, beliefs, ideas and skills) of the young people living in Kensington and Chelsea and neighbouring boroughs, enabling them to increase their resilience and skills in the present and promote their ambitions for the future.

We are ambitious to grow, to continue supporting more young people and influence positive change. To do this we are looking to appoint a Project Lead to deliver an innovative and progressive youth programme, in a safe, industrious and supportive environment working primarily with young people from diverse communities.

The Staying Connected project provides weekly one-to-one and group support for young people aged 11 - 19 years, facing multiple challenges. Creating a personal action plan comprised of positive activities that promote and enhance personal development and skills, building on young people's strengths. This engagement is via face-to-face, online platforms, mobile phones and structured group work to maintain contact with them, talking about how they are feeling and providing advice, mentoring and signposting to additional support services.

Key Responsibilities

A: Youth Action Alliance, The Hut, 202 Wornington Road, London, W10 5RE
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Programme management

- Coordinate, manage and deliver an innovative, cohesive and progressive programme of delivery for Staying Connected (focusing on personal and social development skills).
- Recruit and engage young people 11-19 years to participate in the Staying Connected programme
- Increase our local partnership work, adding value and additional expertise to the London youth support infrastructure
- Manage and update the Staying Connected provision Risk Assessment as/when required and carry out regular health and safety checks.
- Oversee the promotional activity of the project and events to raise of our profile i.e via social media, website, offline marketing etc
- Manage project funding and ensure all financial reports are submitted on time
- Support young people into positive outcomes including Education, Employment and/or Training.
- Deliver vital one-to-one or group support sessions via text message, email, telephone calls, virtually and face-to-face to provide advice, information, guidance, mentoring and signposting to internal and external services i.e; mental health and wellbeing services or a YAA event
- Create individual Action plans with young people to capture their key aims and objectives at different stages of engagement in the project
- Organise and provide trips and positive activities in line with the provision delivery plan and/or requirements
- Day-to-day operational and administrative management of the Staying Connected provision
- Plan, organise and manage project budget sheet, recording expenditure and forecasting financial information for reporting purposes
- Maintain an asset register for any equipment/assets associated with the Staying Connected provision and ensure their safekeeping.
- Maximise programme opportunities by seeking and building relevant partnerships with external stakeholders such as networking events
- Represent YAA at London, borough-wide and neighbourhood partnership and liaison meetings for the development, recruitment and delivery of the Staying Connected provision.
- Work with senior management to help sustain and develop the programme by securing external funding.
- Manage referrals to and from the Staying Connected provision including partner agencies such as Social Services, the Police, the Youth Offending Team YOT, the Alternative Provision and Schools

Staff management



- Manage the Staying Connected Support Worker(s) to achieve high performance and effective operational delivery
- Responsibility for the day to day management of staff, including project delivery and encouraging staff personal development
- Manage facilitators directly connected with the delivery of the Staying Connected provision i.e. including agreements, SLA's and Code of Conduct.

Reporting/grant management

- Ensuring all budgetary reports are prepared for senior members and external requests
- Managing the input, accuracy and evaluation of data entered on our recording system (Views), including project data and membership consent forms in a timely manner.
- Input young people's data including case notes (one-to-ones), session notes, registers, case studies, and other essential data on to the online database system.
- Collate and present project performance monitoring statistics to demonstrate key impact data and young people's engagement as required for reporting purposes and funding bids
- Produce reports to demonstrate key data as required for reporting purposes, funding bids and senior management
- Seek business development opportunities and build new partnerships to enhance delivery

Evaluation

- Capture feedback and evaluation of young people's journeys and progress to demonstrate impact and secure future funding via forms, individual feedback, consultation sessions, photos/videos and other forms of communications
- Ensuring youth voice and feedback are relayed in the design and service offer and are reflective of the needs of the community

This job description cannot cover every task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which is broadly consistent with those in this document. This job description does not form part of the contract of employment.

Person Specification

Knowledge & Experience



The Staying Connected Lead will bring:

- Minimum Youth Work and/or Mentoring Qualification Level 3
- Experience in the charity sector, the voluntary sector, or the community sector would be desirable.
- Management experience
- Experience working with children, young people and vulnerable adults
- Competent in the use of MS Word, Excel, and the ability to use databases for recording and reporting.
- Excellent time-keeper and manages own time effectively to keep to deadlines
- Excellent Literacy – you will have excellent communication skills, including writing skills.
- Have good interpersonal skills and some experience of engaging with a diverse group of people, including young people and vulnerable adults.
- Qualification of Health, wellbeing, and/or advocacy

How to Apply

Candidates should apply for this role through our website www.youthactionalliance.org/jobs or contact info@youthactionalliance.org