



Youth & Community Development Manager

JOB DESCRIPTION

Employer: The Pelham CIO

Location: The Pelham, Holliers Hill, Bexhill-On-Sea, East Sussex, TN40 2DD

Job Title: Youth & Community Development Manager

Responsible To: CEO

Basis of Engagement: 40 hours per week

Job shares applications encouraged

*Initial Fixed term contract- 12 months from start date
Partial funding has already been secured for future years, and further efforts will secure full funding, with the hope this role will evolve into a permanent contract.*

Wage- £29,000

DBS Disclosure Enhanced

Pension These contributions will be at 8% with the employee contribution fixed at 4%.

Annual Leave 5 weeks pro rata plus statutory days

Please complete the application form in full (a standalone CV will not represent a full application)

If you have any questions about the role, you can contact the CEO, Ollie Jeffs, on ollie@thepelham.co.uk or 01424 576304.

Closing date for applications – Thursday 13th June (Midnight)

Shortlisting – w/c 17th June 2024

Interviews – w/c 24th June 2024

The Pelham CIO

The Pelham, Holliers Hill, Bexhill-on-Sea, East Sussex TN40 2DD (Charity 1158364)

Email: office@thepelham.co.uk Tel:01424 576304



Intro to Youth & Community Development Manager role

This exciting opportunity to join a dynamic and vibrant local charity also represents a growing youth work provision, which has been developing over the last 5 years with an engaged group of local young people and strong links to local schools, community groups and churches.

We are looking for a visionary and passionate youth worker to build on what has worked well to date and establish new opportunities and activities for local young people to benefit from. We are passionate about seeing local people's lives lived to the full and reaching their potential in a supportive environment. Following the opening of the basement in September 2023, The Pelham has a designated space for children and young people to call their own.

The youth work element will be the core part of the role, representing 30 of the 40 hours each week. The remaining 10 hours will be working under the leadership of the Community Development Manager to support the daily operations of The Pelham as a Community Hub and Coffee Lounge. On a Wednesday, it will be the responsibility of this postholder to lead the volunteer team in the Coffee Lounge and be the forward-facing ambassador for the work in the community each week.

Main Purpose of the Role:

The Youth Worker will take the leadership role in the development of Youth work from The Pelham, as part of its charitable work and community service, working under the guidance of the CEO and as part of the Project Leadership team.

The role will include having vision to develop relevant and appealing opportunities in Bexhill for young people, working together with local partners, including schools and voluntary organisations. This will include innovative options outside of our current scope of work, which may include wellbeing activities, studying support, home education, group work therapy and more.

There will also be administrative responsibilities specific to this role, including safeguarding and risk assessing all activities and events as well as the young people that you will be working with. Further, it will involve some of the administrative responsibilities for the Community Hub and Coffee Lounge, including volunteer inductions and operational finances.

The role will also involve hosting a range of regular session specifically for young people, as well as empowering and encouraging young people, in line with the vision and values of The Pelham as a charity. As this role also has a leadership role with the wider volunteer team, it will further embed the work of our team into the evolving youth work, and also build trust and future pathways for young people.

Key Tasks:

For the 30 hours of youth work:

- A. To create a safe environment for young people to be at The Pelham, including all necessary safeguarding requirements and good practice.
- B. To run youth activities at The Pelham on a weekly basis in term time, including but not limited to:
 - a. After school sessions

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- b. Evening sessions
- c. Daytime sessions for home educated or de-schooled students
- d. School holiday activities
- C. To provide consistent and appropriate input into the lives of local young people living in our community, giving them purpose, value and significance.
- D. To develop partnerships specifically focused on the usage of the basement during the daytime. This is focused around exploring connections with home educated students, and those outside of mainstream education.
- E. To establish key links with existing youth provision in the town, alongside the schools, voluntary groups and faith groups.
- F. To work alongside The Pelham Counselling Service to promote and support the wellbeing of young people, including through the use of group workshops.
- G. To support a volunteer team to support in hosting youth activities, all with the appropriate DBS checks and training.
- H. To work alongside the pastoral care team at Bexhill Academy to provide support to students during lunchtime(s) in the school week.
- I. To explore and respond to the local need for young people, including helping to mitigate anti-social behaviour in Sidley with increased interaction and trust building. This will include working with local partners including Heart of Sidley, Rother Safety Partnership and Sussex Police.
- J. This will also extend into local connections in Sidley, Pebsham, Chantry and Bexhill Town Centre in providing opportunities for children and young people and their families, as well as other youth focused organisations.

For the 10 hours of community development work:

- A. To oversee the daily operations of the Community Hub and Coffee Lounge on a Wednesday, including supporting the volunteers and working with our local community
- B. To work under the leadership of the Community Development Manager to complete other delegated tasks
- C. To host different functions and events within the community hub. This will include meeting group leaders and trainers and welcoming them to The Pelham. During a booking, this will include organising refreshments, as well as any necessary equipment. Additionally, it will involve the set-up of rooms and equipment to suit each booking, in line with the diary of events and activities. Therefore, there is a physical aspect to the job, with the ability to work independently if needed.
- D. To attend networking meetings (physical & virtual) representing The Pelham. Therefore, this is an active role as an ambassador for The Pelham outside of the building.

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P84 YOUTH

YOUTH & COMMUNITY DEVELOPMENT MANAGER

WE ARE LOOKING FOR AN ENTHUSIASTIC AND DYNAMIC LEADER WHO HAS A:

- **PASSION FOR SEEING THE POTENTIAL IN YOUNG PEOPLE**
- **VISION FOR CREATING A VIBRANT SAFE SPACE IN THE RENOVATED BASEMENT AT THE PELHAM IN BEXHILL**
- **A DESIRE TO SEE THE COMMUNITY TRANSFORMED**
- **QUALIFICATION AS A YOUTH WORKER, TEACHER OR EQUIVALENT**

The Pelham is a local Christian charity that enriches lives in real and diverse ways for our community in Sidley, Bexhill.

This is an exciting opportunity to join a diverse and vibrant local charity and team.

Click here for full details and to apply
<https://uk.indeed.com/job/youth-worker-2d839a8194d5e069>

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Shortlisting – w/c 17th June
Interviews – w/c 24th June
Email office@thepelham.co.uk for any preliminary or further questions.
www.thepelham.co.uk

Job Details

This is an in-person role based at The Pelham, Bexhill

Hours– 40 hours per week
JOB SHARE APPLICATIONS CONSIDERED

Salary– £29,000 pro rata

Requires Enhanced DBS as part of process

Pension Scheme (8%) plus 5 weeks annual leave

The Pelham CIO



ENRICHING lives in REAL and
DIVERSE ways

The Pelham is a Christian Charity that benefits the community as a provider and host of activities, projects, and effective partnership working.

CORE VALUES

WELCOMING

We welcome everyone in with love and respect



RELATIONAL

We build strong and trusted connections within our community

GENEROUS

We choose to be generous as we look to bless people we meet



AUTHENTIC

We aim to have integrity, openness and compassion in all we do

AMBITIOUS

We create sustainable and transformational opportunities that impact people for good



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COMMUNITY HUB

- 10 rooms to hire, 7 days a week
- 60+ active partners & hirers
- 100+ hours of weekly activities

COFFEE LOUNGE

- Open Monday to Friday 9.30am-2.30pm
- Run by dedicated and skilled volunteers
- A safe and warm space for all



RUNNINGSPACE

- An award-winning project that champions life and beats suicide one step at a time

COUNSELLING SERVICE

- Affordable counselling in a safe and confidential environment
- Qualified to work with young people from 11+ to adults



P84 YOUTH

- Thriving Tuesday after-school sessions
- In-school pastoral care support
- Dedicated youth venue in 'The Basement' for other youth focused organisations

BUILDING ENTERPRISE

- A growing social enterprise creating training & employment for local people
- Focusing on allotments and maintenance works for local community partners



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Person Specification

Role: Youth & Community Development Manager

| | Essential Criteria | Desirable Criteria | Method of Assessment/ Source of Information |
|-----------------------------------|---|--|--|
| Key Skills & Abilities | <ul style="list-style-type: none"> • A passion for seeing the lives of children and young people lived to the full. • A vision to develop an aspirational program of activities and a comprehensive network of support for local young people. • To be supportive of, and aligned with the vision, mission and values of The Pelham. • To be a strong team player and an excellent communicator. • Ability to lead volunteers in a professional manner. • Excellent organisational skills including own time management, with the ability to prioritise an unpredictable workload and unforeseen events. • Ability to reflect on own practice and identify areas of improvement. | <ul style="list-style-type: none"> • Understanding, or experience of the role of volunteers in charities • Knowledge of the local area | Application form and interview |

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| | <ul style="list-style-type: none"> • Suitable boundaries and relationships between young people, volunteers and staff. • Ability to converse at ease with young people and members of the community • Understanding of safeguarding and managing risks around young and vulnerable people in the community | | |
| Education & Qualifications | <ul style="list-style-type: none"> • Degree level qualification in related subject or ability to demonstrate equivalent experience. • Recognised training qualification in Youth work or equivalent, including teaching and training. | <ul style="list-style-type: none"> • Emergency First Aid at Work • Relevant additional CYP training | Application form, interview and certificates |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of working with young people and the necessary and statutory requirements • Knowledge of and commitment to equal opportunities and diversity • Willingness to learn and work within the adopted policies and procedures | <ul style="list-style-type: none"> • Local knowledge of the voluntary and charity sector • Knowledge of Health & Safety legislation including risk assessments. | Application form and interview |
| Experience | <ul style="list-style-type: none"> • Leading youth and community projects and or teaching in schools or colleges. | <ul style="list-style-type: none"> • Working with partner agencies including | Application form and interview |

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| | <ul style="list-style-type: none"> • Experience of training and supervising volunteers and/ or leading staff. • Working as part of a team whilst using own initiative. | voluntary sector & statutory services | |
| Personal Attributes | <ul style="list-style-type: none"> • Commitment to further training and personal development. • Understanding of and commitment to working within pre-set vision, mission and values of The Pelham CIO. This includes being sympathetic with the Christian values of The Pelham as a charity • Ability to motivate and enthuse others and to be a good listener. • Willingness to work flexibly. • Reliable and committed • Confident and creative | | Application form and interview |
| Other | <ul style="list-style-type: none"> • Able to work occasional unsocial hours • A positive approach to working within a busy environment | | Application form and interview |

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