



YOUTH SERVICE DIRECTOR

JOB TITLE	Youth Service Director
HOURS OF WORK	35 hours per week (part time considered) Monday to Friday
REPORTS TO	CEO
SALARY BAND	£45k to £55k per annum dependent on skills and experience Full time equivalent to be pro-rated according to hours worked
APPLICATION PROCESS	Please email your completed application form to recruitment@baytreecentre.org.uk (CVs or cover letters will not be accepted) Closing date: 4 th February 2025 at 23:59 Interviews: We will be conducting interviews on a rolling basis, meaning we will invite suitable applicants in for an interview as they apply, so please apply as soon as possible.
ELIGIBILITY	This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.

PURPOSE OF THE ROLE

The Youth Service Director will provide visionary leadership for the Baytree Centre's Youth Services, managing a dynamic team to deliver high-quality, innovative, and impactful programmes for girls and young people aged 6-18. This role will strategically align services with Baytree's mission to empower young women and girls while driving operational excellence and achieving measurable outcomes. As a member of the Senior Management Team (SMT), the Director will actively contribute to the strategic leadership and decision-making processes of the Baytree Centre, participating in its collegiate structure, which emphasises collaborative leadership and shared accountability for delivering the Centre's vision and goals.



KEY DUTIES & RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Develop and implement a strategic plan for Youth Services aligned with Baytree's overall vision, mission and values and striving for standards of excellence.
- Work collaboratively with the SMT to shape organisational strategies and ensure Youth Services contribute to Baytree's mission effectively.
- Participate in the SMT's collegiate structure, fostering a culture of openness, collaboration, and shared leadership. This involves working with other directors to align programmes, operations, and resources to achieve Baytree's strategic goals.
- Embed character development within all Youth Service programmes and activities, ensuring alignment with best practices in education. (Details of character development in our website).
- Serve as an advocate for girls' education, influencing stakeholders and promoting innovative solutions.
- Stay informed of the UK's educational and employability landscape, particularly as it relates to girls and young women, and adapt services to meet emerging challenges.
- Prioritise the needs of girls in disadvantaged areas of London, addressing barriers to education, employability, and personal growth.

PROGRAMME MANAGEMENT

- Oversee the development and delivery of a portfolio of programmes, including Employability, Education, Positive activities and well-being services.
- Lead initiatives that involve and support parents, helping them play an active role in their daughters' education and personal growth.
- Manage and coach the following staff: Head of Youth Programmes, Employability Programme Lead, Refugee and migrant girls' team, Programme Coordinator, Programmes Manager, and Mentor Coordinator. Details of programmes available on our website.
- Design and oversee monitoring and evaluation frameworks for Youth Service programmes to measure programme impact and drive continuous improvement.

STAFF DEVELOPMENT

- Provide coaching and professional development for team members, fostering a high-performance culture.
- Conduct regular one-to-ones, performance reviews, and training to ensure staff growth and excellence in service delivery.



OPERATIONAL OVERSIGHT

- Manage six-figure budgets, ensuring effective allocation of resources and adherence to funding requirements.
- Work with the Operations Manager to optimise the use of space and maintain a safe, welcoming environment for girls and their families.
- Collaborate with the Volunteer Manager to recruit and retain skilled volunteers to support Youth Services.
- Work with Women's Service Director to ensure that programmes for youth and women are complementary, and that best practice is shared across the organisation.

STAKEHOLDER AND PARENT ENGAGEMENT

- Build and nurture partnerships with key stakeholders including funders, corporates, educational institutions, other local charities and the local authority and community groups.
- Work with the Development Director to align funding applications with youth needs and priorities.
- Submit timely and engaging funder reports.
- Actively involve parents in programmes, creating opportunities for their input, participation, and learning to support their daughters' development.

SERVICE DEVELOPMENT

- Drive innovation in programme design, incorporating evidence-based approaches to education, employability, and character development.
- Use insights from participants, parents, partners, and research to develop new initiatives addressing identified community needs.
- Maintain compliance with regulatory frameworks, safeguarding standards, recognised quality marks, and Baytree's policies.

KEY COMPETENCIES AND SKILLS

ESSENTIAL REQUIREMENTS

- Proven experience coaching and developing staff to deliver exceptional results.
- Demonstrated ability to design and implement high-quality educational programmes for girls.
- Deep knowledge and understanding of issues affecting girls, including barriers to education, social mobility, and employability, particularly in disadvantaged areas of London.
- Familiarity with the UK educational landscape and experience designing employability programmes that meet current and future skills needs.
- Strong skills in engaging and involving parents in their children's education and personal development.
- Strategic thinker with experience managing six-figure budgets and delivering operational excellence.



- Skilled in stakeholder engagement, with strong relationship-building and influencing capabilities.
- Exceptional project management and organisational skills, with the ability to prioritise competing demands.
- Familiarity with monitoring and evaluation practices to ensure programme effectiveness.
- Experience managing diverse teams and complex programmes.
- Experience of Senior Management/Leadership roles of a similar nature.
- Strong understanding of character development and its implementation in education.
- Excellent communication skills, including report writing and presenting to stakeholders.
- Commitment to Baytree's values and mission of supporting women and girls from disadvantaged backgrounds.

DESIRABLE SKILLS

- Proficiency in Spanish, Portuguese, Somali, French, Arabic or another language commonly spoken in Lambeth is a strong plus, reflecting Baytree's diverse community and enhancing communication with participants and families.