



West Silvertown Foundation
Job description

Job Title: Youth Services Manager

Accountable to: Chief Executive Officer

Responsible for: Youth Project Coordinator, Youth Development Coordinator, Youth Worker, Youth and Children's Worker and Sessional Youth Workers

Number of Hours: 36.25 per week

Salary: £37,549 (£19.92 per hour)

Main purpose of Job:

To manage our youth work team, overseeing a variety of activities which empower young people to feel connected to their community and live to their full potential. To coordinate the Royal Docks Youth Zone consortium. To write funding bids for the youth project and liaise with current and future funders.

Organisation and management

- To coordinate meetings of the Royal Docks Youth Zone consortium, and lead on partnership work across member organisations.
- To encourage and support the link up of local organisations and partnership working in the delivery of local youth services and in the initiation of new local projects that meet youth need.
- To ensure that appropriate records are kept on our cloud-based data system, and submit written reports as needed: reporting to funders, partners and producing regular reports for trustees.
- To work in partnership with other agencies and organisations, attending networking forums and finding opportunities to work together.
- To line manage the youth team. To carry out regular and constructive supervision, undertaking staff appraisals and supporting staff to develop objectives in their work and evaluate their work against them.
- To highlight training and development needs of staff and organise regular team meetings and training.

- To liaise regularly with Newham as our commissioners, and other funders, communicating successes and challenges, and ensuring WSF implements the activities we have been commissioned to deliver.
- To undertake fundraising and related reporting for the Youth Project.
- To publicise Children and Families activities effectively utilising a wide variety of media including newsletters, social media and online forums.

Working with Young People

- To develop, run and evaluate a varied programme of activities for children and young people, including summer holiday provision and residentials, building on our existing work with young people.
- To deliver after school and evening activities for young people at Britannia Village Hall.
- To involve project users in the overall planning, running and development of the project through developing our youth council.

Safeguarding

- To act as the Designated Safeguarding Lead for Children and Young People for West Silvertown Foundation.
- To be responsible for the safeguarding of young people and staff within the project in line with service delivery policies and procedures.
- To implement health and safety policies and procedures and liaise with senior managers on all issues related to health and safety. This includes undertaking risk assessments of all activities, and keeping accurate registers on our cloud based system.

Financial Management

- To manage an agreed budget, keeping records and reporting as necessary.
- To identify and take advantage of funding opportunities to increase youth involvement and activity, including writing funding bids, and meeting with potential funders and donors.

Public Relations

West Silvertown Foundation attaches considerable importance to the public relations aspect of its work. It is therefore essential to develop and maintain professional working relationships with all users, colleagues and partner organisations.

Equal Opportunities

West Silvertown Foundation has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees and volunteers to promote its policies in their work. The equal opportunity policy applies to employment and advancement and all employees will be recruited, trained and promoted on the basis of abilities, job requirement and fitness for that work. No applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, ethnic or national origin, age, sex, sexuality, marital status, or disability, or be disadvantaged by requirements that cannot be shown to be justifiable.

Other duties

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility involved. Such variations are a common occurrence. Excellent team working and individual personal development are key to WSF's success in delivering its business aims and objectives. Therefore, all staff are expected to have a flexible attitude in responding to new priorities and opportunities as they arise.