



JOB DESCRIPTION

POSITION: YOUTH SERVICES MANAGER

ACCOUNTABLE TO: CHIEF EXECUTIVE

Overall purpose of Post

To plan and manage a team of youth workers and tutors to deliver youth activities on behalf of FSN. To play an active strategic role as part of FSN senior management team

KEY TASKS

1.0 Management

- 1.1 To recruit, manage and lead a team of youth workers and tutors to deliver youth activities
- 1.2 To recruit, induct, train and support volunteers and peer mentors in the delivery of sessions
- 1.3 To set clear standards, plans and targets for staff and to monitor their performance through regular supervision identifying training needs where appropriate
- 1.4 To ensure administrative/staff cover to ensure the smooth running of the projects for holiday, sickness cover, work 'overflow' etc.
- 1.5 To ensure all staff and volunteers are familiar with all relevant FSN policies and procedures and that they are implemented at all times
- 1.6 To play an active role as part of FSN senior management team engaging in decision making and innovation, in particular in areas of strategic planning, operations and impact measurement
- 1.7 To liaise and network with relevant partners and agencies, including Churches, Police and local schools) to promote the youth work, delivering presentations where necessary

2.0 Operational

- 2.1 To oversee the engagement of young people in co-production and delivery of sessions
- 2.2 To inspire and lead the youth work team to help young people develop their personal and social education by providing programmes of activities, services and facilities
- 2.3 To co-ordinate appropriate venues and to plan a programme of peer group support sessions and undertake relevant risk assessments, meeting health and safety requirements for programme delivery
- 2.4 To mentor, coach and support individuals, encouraging greater social inclusion
- 2.5 To engage with young people using a variety of methods including face to face, social media, on-line and telephone support
- 2.6 To co-ordinate accredited training for young people to support voluntary and community engagement
- 2.7 To be responsible for reviewing, monitoring and evaluating the project using evidence based tools and assisting in preparation of written reports for funders, to include evaluations, surveys and questionnaires providing accurate information
- 2.8 To continuously develop, review and maintain quality standards and policies of practice and provision
- 2.9 To identify and refer to other agencies as appropriate
- 2.10 To ensure any safeguarding issues are dealt with in conjunction with FSN's safeguarding policies and procedures

3.0 Financial

- 3.1 To assist in the compilation of annual revenue budgets for the project drawing attention to significant changes, new items and cost saving opportunities
- 3.2 To maximize income and manage expenditure against an agreed budget, where necessary engage in fundraising activity

3.0 Other Duties

- 3.1 To be aware of and work within and promote FSN's policies at all times and report any issues of concern
- 3.2 To attend supervision, training and meetings as and when required
- 3.3 To carry out any other reasonable duties as requested by Management

This Job Description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may be varied from time to time. This Job Description is subject to regular review.