

Job Description

Job Title Team Manager

Reports To Chief Executive Officer

1. Job Purpose and Principal Activities

- 1.1. The role exists to manage the delivery of the youth work team to create positive informal, educational and recreational activities chosen by and developed with young people aged 9 to 19 (or to 25 with special educational needs) rooted in their community that are safe, fun, welcoming and engaging.
- 1.2. The Team Manager will ensure that the youth work team meet all project outcomes are met and that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background and sexuality.
- 1.3. The Team Manager will provide supervision, both group and one-to-one for youth workers and support workers and ensure that adequate supervision of adult and young volunteers is being maintained by Youth Workers in Charge.
- 1.4. The Team Manager will liaise with the local community, partnership meetings, members of Sussex Clubs for Young People and others to develop a responsive, effective and high-quality service.

2. Main Duties and Responsibilities

- 2.1. To consult and develop with the local community, partners and members of Sussex Clubs for Young People a range of positive informal, educational and recreational activities which reflects their needs and areas of interest raising funds as necessary with the active participation of the young people from the local community and other sources.
- 2.2. To manage the youth work team on a day to day basis and support them to have taken responsibility for their work with young people, ensuring the provision of an effective and high-quality service.
- 2.3. To work closely with partner agencies to support young people's needs and make referrals to services where appropriate.
- 2.4. To encourage the youth work team to support young people to participate in training and positive activities provided by Sussex Clubs for Young People.
- 2.5. To ensure that all registers, registration, session logs, feedback and media consent forms and any monitoring evidence are produced at regular intervals and to a high quality.
- 2.6. To actively promote the work of Sussex Clubs for Young People.
- 2.7. To oversee budgeting for the day to day running of projects delivered by the youth work team

Sussex Clubs for Young People Ltd

Maybridge Keystone Centre, Raleigh Way, Worthing, West Sussex BN12 6JD

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Registered Charity No. 1142272 Company registration no. 6938548

- 2.8. To actively complete the recruitment and induction of part time members of staff and volunteers.
- 2.9. To attend staff meetings and training as required.
- 2.10. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, and ensuring all children accessing our activities and projects are safe from harm, taking appropriate action where uncertainty is raised.
- 2.11. To ensure health and safety regulation and policy is adhered to at all times and that the youth work team are providing safe activities and opportunities for young people.
- 2.12. To ensure that appropriate risk assessments have been produced for any activity, session, building, equipment or vehicle before any programme delivery and ensure that actions and precautions are adhered to prior to and during sessions, any accidents or incidents are recorded and reported using online reporting systems.
- 2.13. To promote and adhere to Equal Opportunities Policies.
- 2.14. To contribute to fundraising activities that will support the ongoing development of Sussex Clubs for Young People.
- 2.15. To undertake any other appropriate duties as may be reasonably requested by your Line Manager.

3. Person Specification

- 3.1. Hold a recognised qualification in working with young people (JNC youth work or teaching)
- 3.2. Relevant experience of line management of youth workers and an understanding of employment law and practice.
- 3.3. Relevant experience of working with young people and an understanding of the particular issues they face.
- 3.4. Ability to effectively plan, co-ordinate, and manage a youth team to provide a youth curriculum offer appropriate to the needs of 9 to 19 year-old young people and up to 25 with special educational needs.
- 3.5. Ability to effectively manage and motivate a team of youth workers, support workers and volunteers.
- 3.6. Ability to communicate effectively, verbally and in writing, with senior managers, external agencies, colleagues, parents and young people.
- 3.7. Ability to work independently and on own initiative, with excellent time management skills and an ability to manage a range of projects at any one time
- 3.8. Understanding of the issues relating to multi-agency working and ability to undertake such work effectively.
- 3.9. An understanding of the legislation pertaining to work with young people and safeguarding, and the ability to implement policies in relation to the job responsibilities.
- 3.10. An ability to monitor outcomes, achieve targets, evaluate projects and report results.
- 3.11. The ability to successfully motivate and engage young people in youth work programmes.

Updated 1st February 2021