



Job Information Pack

Youth Work Manager
Reference YWM 1

YOUTH WORK CHANGES LIVES



Are you passionate about bettering the lives of young people in Wales?

Youth Cymru has an exciting opportunity for a Youth Work Manager to join our long-established youth work charity. We are seeking an individual able to play an important role in continuing and strengthening our ability to provide impactful and positive youth work services across Wales. This role will provide you with an opportunity to work with a small, dynamic and innovative national organisation with over 80 years' experience of supporting young people, youth workers and the youth sector in Wales. We are delighted to be in a position to recruit a new member of the senior management team, and are looking for a motivated, inspiring team player who is keen to support the growth and development of Youth Cymru.

About Youth Cymru

The Charity was founded in approximately 1920, originally as the Welsh Association of Youth Clubs. During the years since, it has played a fundamental and leading role in developing and supporting both the voluntary and statutory youth services, as well as in partnership with private and public organisations; striving to best enhance the life experiences and opportunities of all young people across Wales. We have developed and continue to develop innovative projects and as a small organisation are able to work flexibly and adapt to the changing Youth Work scene. We continue to play this leading role linking grass roots delivery with strategic operations.

Core to our mission is our belief that youth work can change young people's lives for the better. We do this in part by promoting the widest possible range of experiences and activities to young people, working directly with them and through our member organisations. Members work in every local authority area in Wales (in voluntary and statutory settings), concentrated in the most deprived communities.

Youth Cymru seeks to support and enable young people in becoming effective citizens through appropriate educational and developmental activities. We place youth participation at the heart of what we do and facilitate the involvement of young people in decision making at all levels, both within our organisation and in other youth organisations and the communities in which they live.

Our Vision and Our Work

We believe that young people are citizens and rights holders and all our work is underpinned by the United Nations Convention on the Rights of the Child, in line with the Rights of Children and Young Person's Measure (Wales) 2011.

We work to enable young people in Wales to be confident and strong, empowered to fulfil their potential and to contribute to build the Wales that they want and deserve. We are for all young people in Wales, and for all those organisations, volunteers and professional staff, who support them.

We believe that youth work changes lives for the better. We know that youth work has huge potential to bring profound beneficial changes to the worlds of young people in Wales and the youth work sector can contribute hugely to a number of national policy priorities.

We are committed to equality and inclusion; we challenge prejudice and discrimination and seek to educate and develop understanding and insight in communities of the value of diversity, with the aim of bringing about better and best practice.

We believe that youth work has a vital role to play in building the Wales we want, and we shape our work to ensure it contributes to the seven Well-being Goals set out in the Well-being of Future Generations (Wales) Act 2015.

We recognise the value of working with and through a network of local and regional organisations that support young people throughout Wales. These are primarily statutory and voluntary youth work organisations, but include other organisations supporting young people, such as training providers, youth offending services and alternative curriculum provisions. Many of our member organisations are based in Wales' poorest communities as defined by the Wales Index of Multiple Deprivation.

We value communities of good practice and work in partnership collaborating with our members and with others to support young people in Wales.

We work with and through our British/Irish Strategic Youth Partnership, linking with our partners Youth Scotland, Youth Work Ireland, Youth Action Northern Ireland and UK Youth; to improve the lives of young people across Britain and Ireland. We learn and share that learning with our members, from youth work practice and experience across Europe through our membership of the European Confederation of Youth Clubs (ECYC).

Our work is shaped and led by what young people tell us about what they want and need and aspire to have. We embed youth participation at all levels and seek to always empower young people working alongside them valuing their input, skills, ability and enabling their potential.

Our Values

The values that underpin our approach and work include:

Diversity: Young people are unique, and those individual differences are of great value, to be respected and be central to all that we do.

Equality: Young people have the right to an equal opportunity to make the most of their lives, talents and strengths.

Inclusion: Young people have different needs and approaches to identifying solution to their challenges. Responding personally and individually at a pace and in a way that respects their individuality is essential.

Opportunity: Opportunities enable authentic creativity and growth; they are essential to learning, vital for developing self-expression, self-confidence and problem solving.

Achievement: Young people have the potential to achieve great things and to live fulfilling, meaningful and positive lives.

Celebration: Celebration creates a sense of community, belonging and well-being allowing for the showcasing of the strength and potential of young people to each other, themselves and their communities.

Participation: Young people are creative partners in our vision and work – the Children and Young People's National Participation Standards for Wales, the United Nations Convention on the Rights of the Child, and the Rights of Children and Young Person's Measure (Wales) 2011 underpin all our activities.

Job Description

Employer

Youth Cymru

Job Title

Youth Work Manager

Salary

£28,000 - £30,000 per annum

Location

Primarily based in Treforest, home working and travel throughout Wales will be required.

Hours of Work

35 Hours per week. Some weekend and evening work will be required.

Responsible to:

- Joint CEOs who in turn are responsible to the Board of Trustees.

Specifically, responsible to:

- Development Manager – report on plans across projects.
- Quality and funding manager – update and report on monitoring, evaluation quality and inclusion, National Voluntary Youth Organisations (NVYO) and submission of funding applications.
- Finance Manager – Budgets and expenses.

Annual Leave

20 days per year

Contractual Status

Annual rolling contract

Main Purpose of Role

Managing and delivering Youth Cymru projects and programs. Support funding bids and participation across operations.

Key Responsibilities, Tasks and Activities

- Contribute to the production and implementation of strategies, policies, practices and actions aligned with internal and external requirements.
- Manage the development and implementation of project delivery, monitoring and evaluation plans; in line with Youth Cymru's Business Plan, Fundraising Strategy, Marketing and Communication Plan and Strategy.
- Develop, monitor, and evaluate projects in line with individual project plans.
- Embed participation across all operations.
- Communicate with funders, stakeholder and partners in relation to development, funding and project management.
- Contribute to line management of team as part of the Senior Team.
- Contribute to the management of Youth Cymru's wider activities and events informed by Youth Cymru's Business Plan.

Organisational Responsibilities, Tasks and Activities

- Plan and organise appropriate youth and community events, projects and delivery.
- Contribute to the development, design and delivery of accreditation to the sector.
- Establish and develop new youth opportunities and projects.
- Liaise with charities, community workers, Members of the Senedd (MS), MPs, Hubs, and other interested parties, ensuring all are regularly informed of project developments.
- Respond to enquiries from affiliated members and individuals about projects, maintaining a lively relationship with participating hubs, clubs and schools.
- Recruit, train and supervise members, sessional workers and volunteers.
- Undertake detached 'outreach' with our Youth Cymru members.
- Produce reports and information to support projects and business plan.
- Produce, support and deliver presentations for internal and external purposes.
- Promote the principles and purposes of youth work in Wales.
- Maintaining project proformas/CRM and records internally.
- Represent Youth Cymru at networking events, external meetings, phone and virtual conferencing, and public forums such as conferences, events and meetings.
- Manage and administer budgets and resources.
- Prepare and distribute publicity materials and displays.
- Analyse risks and opportunities to the project and to young people and monitor project progress to handle any issues that arise.
- Create and use tools to monitor plans and expenditures within Youth Cymru on many different projects.
- Liaise with funders throughout the life of the project and build strong relationships, creating opportunities to apply for any potential continuation funding.
- Liaising and work with members, young people, formal and informal educational facilities, and other community groups/organisations either directly or virtually.
- Provide mentoring, advocacy, and information to the sector.
- Support and identify fundraising opportunities and bids.
- Work aligned with relevant youth work quality standards.

Qualifications, Experience and Knowledge:

- Professionally qualified Youth Worker.
- Eligible and willing for EWC Registered.
- Experience of providing project management in a youth work/youth facing setting.
- Knowledge of IT and media platforms to record promote and deliver projects, including virtually.
- Level 2 safeguarding training (willingness to achieve within 3 months of commencement of employment).
- Experience of consultation in youth work settings.

NB:

These duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time.

The scope of the job may change as necessitated by operational, organisational demands or the needs of young people; this will be negotiated and will aim not to place the employee at a disadvantage. Changes could include; job title, location, operational responsibilities in line with the NVYO and funding, hours of work and pay.

Performance Standards

Responsibility:

- Activities are expected to be carried out with minor supervision
- Must be capable of setting priorities and working under pressure
- Must be able to multi-task, plan and work on many tasks simultaneously
- Ability to work well with internal and external participants is essential
- Knowledge of Microsoft Office Suite
- Use of Youth Cymru's CRM system based on CharityLog

Values:

- Commitment to human rights and rights of children and young people
- Respect for the agency of children and young people
- Commitment to diversity, equal opportunities and inclusivity
- Commitment to democratic engagement
- Commitment to developing the strength of democratic engagement in Wales

Experience:

- Working in a team
- Working effectively in a role requiring self-motivation and exercise of own initiative

Knowledge and Skills:

- Knowledge of the youth sector in Wales
- Understanding of safeguarding in a multi-agency youth facing context
- Awareness of Welsh political context and arena including policies, priorities and devolved issues
- Excellent organisational skills
- Proficiency in IT: Office; multi-media, etc.

Person Specification

Education and training

Essential Requirements:

Professionally qualified Youth Worker e.g. Level 6 Youth and Community

Desirable:

A management qualification

Ability to speak Welsh

How it will be assessed:

Application form

Experience and knowledge

Essential Requirements:

Experience of managing the development and implementation of youth and community projects and programmes, including in a national and/or local context.

Experience of developing and implementing monitoring and evaluation, demonstrating impact and developing new insights and learning.

Partnership working with the private sector and local/national voluntary and statutory sector organisations.

Responding appropriately to safeguarding issues.

How it will be assessed:

Application form and interview

Skills and abilities

Essential Requirements:

Ability to provide effective line management support for staff, managing performance and setting clear direction, in a range of contexts.

Ability to contribute to the production and implementation of strategies, policies, practices and actions aligned with internal and external drivers.

Organisational skills and ability to set priorities in relation to own workload.

The ability to communicate and interact confidently and clearly with colleagues and partners enabling motivation for teams and individuals, both in writing and verbally.

Knowledge of IT and media platforms to record, promote and deliver projects.

Desirable:

Ability to use a CRM system.

How it will be assessed:

Application form and interview

Personal attributes

Essential Requirements:

Interest in the development of youth work project and services and commitment to achieving equality standards and to valuing diversity.

Motivated to work on own initiative whilst maintaining collaborative relationships with colleagues.

Ability to meet deadlines, to be persuasive and diplomatic and to gain co-operation from others.

Commitment to continuous organisational improvement.

Desirable:

Be willing to undertake further training.

Knowledge of Welsh culture and language, an ability to speak Welsh would be an advantage.

How it will be assessed:

Application form and interview

Special circumstance

Essential Requirements:

Ability to travel to various location across Wales and if required Europe.

How it will be assessed:

Application form and interview

To apply

If you are interested in applying for this position, please complete the application form with as much detail as possible [click here to apply](#). To ensure a fair and equitable shortlisting process personal information will be withheld during the selection process. Please also complete our equal opportunities form [click here to complete](#).

Please note CV's and automated applications will not be accepted.

If you have any questions about the post and would like to arrange to discuss the vacancy or simply to find out more about Youth Cymru please email recruitment@youthcymru.org.uk

Your Personal Statement

To ensure you are selected for interview it is important that you write a personal statement. As well as providing any additional information about you, which you feel is relevant to the role. Please ensure that you have provided information, examples and evidence to illustrate how you meet each of the elements of the person specification and can also meet the values of Youth Cymru. You should refer to any relevant experience acquired inside work and if appropriate, outside of work, (e.g. community, voluntary or leisure interests). To be selected for interview you must demonstrate that you meet these criteria to a greater relevance and/or depth than others who are also applying. Evidence your suitability, by going beyond making simple statements. For example, if the job description requires that you are "highly motivated with excellent communication and numeracy skills", simply saying "I am highly motivated with excellent communication and numeracy skills", will not be sufficient. You must include descriptions and examples from your experience (in and/or out of work), which demonstrate you having and using these skills.

Application deadline:

24th July 2020 by 5pm

Interviews:

Interviews will be held digitally via Zoom or Microsoft Teams on 3rd and 4th August 2020

Appointment will be subject to 2 references and an Enhanced DBS check.



Youth Cymru
Unit D
Upper Boat Business Centre
Treforest
Rhondda Cynon Taff
CF37 5BP

Tel: 01443 827840
email: mailbox@youthcymru.org.uk
youthcymru.org.uk
[@youthcymru](https://www.instagram.com/youthcymru)

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Charity No. 1163959
Company No. 02646433

