Job Title: Head Of Youth Services (HYS)

Location: Knights Youth Centre, 27 Streatham Place, SW2 4QQ

Hours: 35 hours per week

Salary: £25,000-30,000 *(with max of 5x increments of £1,000 performance related)*

Contract Period: Permanent

**ABOUT KNIGHTS YOUTH CENTRE**

Knights Youth Centre (KYC) is an independent Christian Youth Work Charity established in 1936. The Centre provides a range of universal and targeted youth work programmes in partnership with a number of statutory and voluntary organisations. The Centre is located on the boundary of the Clapham Park Estate (the largest estate in the Borough of Lambeth) in an area of high social need.

**JOB PURPOSE**

The Head of Youth Services will work under the direction and is accountable to the Knights Youth Centre Board of Trustees. He/she is responsible for implementing strategic direction and focus of the service as well as the overall leadership and delivery of all centre programmes, practice standards, staff development, and service partnerships.

**KEY RESPONSIBILITIES**

* Be responsible for implementing KYC’s overall strategic plans and agreed objectives.
* Manage a number of direct reports responsible for KYC’s range of service areas.
* Coordinate the delivery of core centre/school/community based youth work programme delivered by the KYC
* Deliver targeted services to meet the needs of the area’s most vulnerable groups of children and young people.
* Deliver the Centre’s workforce development strategy for paid and voluntary staff including recruitment, retention, induction and learning.
* Coordinate the overall delivery of Centre’s weekend, summer, residential and special activity events delivered through the programme groupings.
* Ensure that all centre services are equally accessible, safe, challenging and positive and meet required Quality assurance Standards
* Assist designated Board members to deliver agreed quality assurance activity to ensure centre programmes and service processes meet best/safe practice standards and are delivering agreed outcomes (grant criteria/centre priorities).
* Ensure service compliance with policy/office systems e.g. health and safety, financial regulations, safeguarding, quality assurance and HR procedures.
* Deliver a service user engagement and participation strategy to ensure involvement in service design and evaluation.
* Develop and maintain effective partnerships with key local community stakeholders and agencies to ensure that KYC’s services are integrated and delivering better outcomes for its service users.
* Personally undertake direct work as required, which will include antisocial hours/weekend activity. As a minimum, this will include three evenings a week, leading the Youth Work Team and service, targeted/school work, two weeks’ summer residential trips, special projects and two/three residential weekends per annum.
* Attend meetings of the Management Board, providing detailed service update/progress reports (including collation of annual report).
* Have a central role in the development, shaping and implementation of KYC’s strategic plans, policies and annual priorities.
* Assist designated Board members and the Centre Manager to maintain and review KYC policy and practice guidance to reflect national standards and statutory guidance – for inclusion in the staff handbook.
* Assist Board members and Centre’s fundraiser to deliver fundraising activity, including service delivery updates to funders.
* Assist Board members and Resource Lead to ensure the building and centre resources are well maintained and used effectively.
* To be sympathetic to the ethos and aims of KYC.
* To undertake any other tasks relevant to the post contained within centre priority documentation or individual work plan.

**PERSON SPECIFICATION**

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|  | **Attributes** | **Criteria for shortlisting – SL** |
| **KNOWLEDGE** | * + To have an understanding of the difficulties facing and experienced by young people living in an inner city environment.   + To have core knowledge of relevant national guidance and child development.   + To understand and apply the ethos, role and environment of an established charitable organisation including funding streams and service delivery/ commissioning.   + To have an understanding of today’s youth culture and the influences it has on young people.   + Hold a recognised JNC youth work qualification at Degree level.   + Have knowledge of relevant safe practice processes for delivering youth work programmes. | SL  SL  SL  SL |
| **EXPERIENCE** | * At least 6 years’ recent experience of working directly with young people in school years 4 and over, particularly those from a diverse range of cultural, ethnic and religious backgrounds (at least three years of which is post qualification). * Have experience of managing and developing inclusive, safe and accessible projects. * Experience in delivering diversionary programmes within an urban environment. * To have experience of working in partnership with both statutory and voluntary agencies. * To have experience of maintaining core administration systems. * Experience in communicating personal and value based issues using a number of methods. * Experience in developing new service partnerships to deliver identified need. * Experience in building, developing and leading teams effectively. | SL  SL  SL  SL |
| **SKILLS** | * Ability to develop effective relationships with young people (1-1 and groups). * Effective communication/motivational skills with young people, staff and external agencies. * Sound numeracy/literacy skills. * Leadership, motivation and team building skills. * Report writing skills (e.g. grant updates and management reports). * Planning and coordination skills to meet deadlines. * Networking, realising resource opportunities and service integration skills. * Supervision and line management skills. * Hold a clean current UK driving licence. | SL |

**NB. Please address fully all the criteria marked SL in your written application.**

Other criteria under Knowledge, Experience and Skills will be assessed as part of the interview process and do not need to be included in your written application.