



## Head of Youth Services

***Join us at the Knights Youth Centre and play a crucial leadership role in supporting local young people to live happy, safe and successful lives.***

Knights Youth Centre is an independent Christian charity, which has been supporting the local area of Lambeth since 1936. We believe that each young person is unique, talented and beautiful. For many KYC is home. We want to ensure that each young person is equipped and confident to make the right choices and play a positive role in their community.

Building on our rich history of over 80 years, we are now entering an exciting new phase at KYC and are looking for someone who can develop this with us – someone who is enthusiastic and passionate about improving the life skills and chances of young people and providing a positive future for them.

At KYC you'll be working alongside an experienced team of trustees, senior youth workers and volunteers. We are well organised, creative and support our workers in what can sometimes be challenging, but very rewarding work.

We are therefore looking for someone who can share our vision and heart for our community and its young people. If this is you, **apply!**

### **How to apply**

Download the application form from the job advert and make sure to include a supporting statement detailing what knowledge, experience and skills you can bring to our programme. Email your application to [andrea@knightsyouthcentre.org.uk](mailto:andrea@knightsyouthcentre.org.uk). **If any issues downloading, please email Andrea at the above email address.** Please ensure you submit your fully completed application form **by Midnight Friday the 21<sup>st</sup> June.**

### **Shortlisting and Interview process**

Do take the time to read the job description and person specification carefully. You will note that some criteria in the person specification is marked with an "SL". These are the **ONLY CRITERIA** you need to address in your application 'supporting statement'. The remaining criteria will be assessed at the interview stage.

- Shortlisting will take place week commencing **24<sup>th</sup> June 2019**
- Interviews will take place week commencing **1<sup>st</sup> July 2019**

We are unable to contact all candidates about the outcome of their application. So if you have not heard from us by 1<sup>st</sup> July, please assume you have been unsuccessful on this occasion.

### **Need more information?**

If you'd like to discuss this position, our work or arrange a visit to the Centre, please contact Chris Giles, Trustee at KYC, on 07913696760 or at [chrisg@knightsyouthcentre.org.uk](mailto:chrisg@knightsyouthcentre.org.uk)



## **Knights Youth Centre – at the heart of a community for over 80 years!**

Knights Youth Centre (KYC) is an independent Christian UK registered charity that has been changing young lives since 1936. KYC's primary ethos is to transform the life of each young person we work with. KYC provides a quality and inclusive youth service for 120-150 young people each week, living on and around the Clapham Park Estate, an area of high social and economic need in Lambeth, London. Young people who attend the club have challenging backgrounds, are suffering from poor educational attainment, drug or alcohol misuse, criminal records, difficult family relationships and dismal employment prospects.

KYC strives to empower these young people into positive and independent futures. KYC achieves this through a weekly programme of supportive relational work, engaging with peer groups, craziness, entrepreneurial support, co-produced services with young people, centre-based activities, school based services and plenty of off-site programmes. Our website has more to tell!

In the last year KYC has:

- **Delivered weekly support programmes in two local schools**
- **Increased the size of its Trustee Board**
- **Worked with local partners to deliver a celebration gala for young people in a top 5 star London Hotel**
- **Developed an exciting support programme for vulnerable young woman working closely with the council's Youth Offending Service**
- **Delivered more than 225 sessions and three residential holidays**
- **Become a base for two weekly refugee clubs**

KYC is currently reviewing a range of options to develop and diversify our service to meet the needs of an increasingly disconnected generation of young people and a very transient population. Some of the options include:

- **More social enterprise opportunities**
- **Greater resident involvement**
- **Capacity building the core team**
- **Creative use of how our Centre is used during the day to increase use by the community whilst further developing our networks, support and resources**
- **Stronger relationships with local businesses**
- **Developing the Centre as a community hub.**

2019 promises to be a year of change, challenge and a chance for KYC. We will continue to be instrumental in providing local young people, their families and others with real and fresh optimism for the future.

**The question is... do you want to be part of this?**





## Head of Youth Services: Job Description

**Job Title:** Head of Youth Services (HYWS)

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

**Hours:** 35 hours per week

**Salary:** £29,000 (*From the 1<sup>st</sup> April 2020 and annually thereafter the post holder will receive £1000 salary increase per annum for the next 5 years with no adjustment for inflation. (NB annual increases shall be dependent upon the post holder meeting work plan expectations)*)

**Contract Period:** Permanent

### **JOB PURPOSE**

The Head of Youth Services will work under the direction and is accountable to the Knights Youth Centre Board of Trustees. They are 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.
- Develop close links with partners using the Centre to maximise benefits to local young people.
- 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 as required, including the Management Board and monthly Service Meetings.
- 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.
- Provide detailed service progress reports to the board.
- Assist Board members and Centre's fundraiser to deliver fundraising activity, including writing small bids and producing service delivery/performance 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

	Attributes	Criteria for shortlisting – SL
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>○ To have an understanding of the difficulties facing and experienced by young people living in an inner city environment.</li> <li>○ To have core knowledge of relevant national guidance and child development.</li> <li>○ To understand and apply the ethos, role and environment of an established charitable organisation including funding streams and service delivery/ commissioning.</li> <li>○ To have an understanding of today's youth culture and the influences it has on young people.</li> <li>○ Hold a recognised JNC youth work qualification at Degree level.</li> <li>○ Have knowledge of relevant safe practice processes for delivering youth work programmes.</li> </ul>	SL SL SL SL



<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>○ 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).</li> </ul>	SL
	<ul style="list-style-type: none"> <li>○ Have experience of managing and developing inclusive, safe and accessible projects.</li> <li>○ Experience in delivering diversionary programmes within an urban environment.</li> </ul>	SL
	<ul style="list-style-type: none"> <li>○ To have experience of working in partnership with both statutory and voluntary agencies.</li> <li>○ To have experience of maintaining core administration systems.</li> </ul>	SL
	<ul style="list-style-type: none"> <li>○ Experience in communicating personal and value based issues using a number of methods.</li> <li>○ Experience in developing new service partnerships to deliver identified need.</li> <li>○ Experience in building, developing and leading teams effectively.</li> </ul>	SL
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>○ Ability to develop effective relationships with young people (1-1 and groups).</li> <li>○ Effective communication/motivational skills with young people, staff and external agencies.</li> <li>○ Sound numeracy/literacy skills.</li> <li>○ Leadership, motivation and team building skills.</li> <li>○ Report writing skills (e.g. grant updates and management reports).</li> <li>○ Planning and coordination skills to meet deadlines.</li> <li>○ Networking, realising resource opportunities and service integration skills.</li> <li>○ Supervision and line management skills.</li> <li>○ Hold a clean current UK driving licence.</li> </ul>	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.