

## Youth Team Manager

### Job Identity

Post Title: Youth Team Manager

Responsible To: Elgin Youth Development Group (EYDG)

Reports To: Youth Café Manager

Location: Elgin Youth Café

Salary: £25,000 - £28,000 dependent on experience

Hrs: 37.5 hrs per week

### Job Purpose and Way of Working

The Youth Team Manager will be responsible for the management and support of the youth work team, and the development and delivery of programmes and activities associated with Elgin Youth Café. The project is an on-going long-term development, and the Youth Team Manager will be expected to plan, execute and evaluate a researched youth team strategy and forward plan.

This is a demanding and exciting post in a vibrant environment. The successful applicant will be expected to work an average of 37.5 hrs per week. Working time will include evenings and weekends.

### Major Tasks

1. Supervision and management of members of the youth team. This will include youth workers, trainees, work placements, assistants and volunteers.
2. Development, management, delivery and evaluation of all programmes, sessions and activities.
3. Establish and develop links and partnerships with other organisations and enterprises that contribute to the well being and development of young people.
4. Contribute to the general administration and day to day operations of Elgin Youth Café.

### Activities

<b>1. Supervision and management of members of the youth team. This will include youth workers, trainees, work placements, assistants and volunteers.</b>	
1.1	Provide day to day support to members of the youth team including helping individuals to develop their youth work skills
1.2	Provide formal supervision sessions at approximately 12 week intervals
1.3	Allocate tasks to members of the youth team and monitor and support work
1.4	Ensure there is a training plan for each member of the team and that training is delivered or organised as appropriate and outcomes monitored
1.5	Undertake a six monthly appraisal with individual members of the team
1.6	Ensure that HR policies and procedures are followed
1.7	To act as Child Protection officer for EYDG
1.8	To assume responsibility for the completion of all necessary PVG forms for staff and volunteers

<b>2. Development, management, delivery and evaluation of all programmes, sessions and activities.</b>	
2.1	Overall responsibility for the planning, delivery, evaluation and reporting of youth work activities, projects and programmes held both within the café and the wider community.
2.2	Overall responsibility for the youth team budget
2.3	Develop and manage specific projects as advised by your line manager including Delta Force, the youth management committee and Working Well
2.4	Development of a well researched Youth Team Strategy that should include focus on increasing participation in all café activities
2.5	Ensure that all youth work is carried out within the organisation policies and procedures

<b>3. Establish and develop links and partnerships with other organisations and enterprises that contribute to the well being and development of young people.</b>	
3.1	Liaise and network with other providers and organisations to develop ways of working closely to provide resources, programmes, activities and information to young people. This will include local schools and Moray College
3.2	Share best practise with partner organisations
3.3	Where appropriate refer young people to the agency most able to provide support and meet their needs.
3.4	Attend meetings, conferences and seminars that support learning and development

<b>4. Contribute to the general administration and day to day operations of Elgin Youth Café.</b>	
4.1	Maintain and develop appropriate administration systems that support the efficient and effective operation of youth work provision
4.2	Support line manager by providing information to assist in the development of the project
4.3	Prepare progress reports for Directors, Funders and other stakeholders as required
4.4	To manage evaluation of the project's success using appropriate evaluation techniques
4.5	To manage youth team reporting for grant funders
4.6	To oversee the volunteers during youth work sessions and ensure there are sufficient and appropriate volunteers to support sessions
4.7	To carry out any other reasonable tasks as required on an ad hoc basis to support the smooth running EYDG. This may include support for the social enterprise