

Job Specification

Post: Youth Team Manager

The following job specification should be read in conjunction with the Job Description related to this post. It is not intended to be exhaustive but is designed to give applicants a broad picture of the knowledge, skills and abilities required to carry out the job.

REQUIREMENT	ESSENTIAL	DESIRABLE
Training and Background	<ul style="list-style-type: none"> • Experience in managing a youth work team or similar • Experience of managing programmes of activities in different youth work styles and a variety of settings with a wide range of young people. This should include experience with vulnerable young people with multiple ongoing issues. • Experience of delivering training • Experience of managing budgets • Experience of evaluating projects • Training and experience in Child Protection issues • Recognised qualification in Youth Work or Community Development 	<ul style="list-style-type: none"> • JNC or CLD recognised qualifications • Experience of dealing with funding reporting • Experience as a Child Protection Officer • Experience in facilitating a young management committee • Experience of networking and working alongside other agencies • Experience of working with volunteers
Personal Skills & Attributes	<ul style="list-style-type: none"> • Excellent interpersonal, conflict resolution and people management skills • Ability to motivate and develop both the adult team and the young people • Excellent time management skills with the ability to work to a deadline • A pro-active and positive attitude with plenty of creativity, drive and initiative • Highly organised with ability to prioritise and manage workload 	
Administration Skills	<ul style="list-style-type: none"> • Excellent IT skills and good working knowledge of Office applications including Word, Excel, PowerPoint 	<ul style="list-style-type: none"> • Experience of writing funding applications • Experience in grant funding reporting

	<ul style="list-style-type: none"> • Ability to utilise social media for marketing of programmes and activities • Ability to write & present reports to a high level • Proficient in the delivery of presentations 	
Health and Safety	<ul style="list-style-type: none"> • Must hold a full driving licence and be willing to drive groups to venues • Experience of Health and Safety management including writing & evaluating risk assessments 	<ul style="list-style-type: none"> • Current HSE – First Aid Certificate • D1 and experience of driving a mini bus