



JOB DESCRIPTION

- Job Title: Deputy Youth Services Manager
- Hours: 20 hours per week plus overtime
(Including regular hours during evenings and additional hours as required, to ensure the smooth running of the programme)
- Responsible to: -Youth Services Manager
- Responsible for: Youth workers & volunteers
- Salary: - £27k **pro rata** (depending on experience) + Pension

Application Process: Final date to apply is the 30th of March 2025. Please send your CV and a maximum 1-page motivation letter to jobs@qcca.org.uk .

Benefits: 20 days holiday annually (pro rata), rising to 25 days after twelve months (extra five days taken around Christmas); 30% staff discount at QCCA nurseries in Kentish Town or Highgate; free use of on-site gym; shower facilities for cyclists; guaranteed time off for Christmas and birthdays.

JOB PURPOSE

Many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time.

This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country's future prospects. It is this paradox that lies at the heart of QCCA's and GOALYC's drive to establish youth service provision that is aligned to community needs and supported by cross-sector funding.

QCCA give 8-19 year olds, those with a disability, affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

Open five days a week, and during school holidays, the QCCA and GOALYC purpose is to help young people grow to be happy, healthy and successful adults.

Our facility will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers.

The facilities include a state of the art indoor sports hall , a gym, recreation area, and, music and media suites.



We are looking to recruit an experienced individual to join the team, with solid, hands on experience in delivering high quality, open access youth work, and managing targeted projects, to lead the team of full and part time staff and volunteers to provide an incredible service to the young people of Camden.

The successful candidate will oversee operational management, monitoring, safeguarding and front-line delivery of this multifaceted service which includes universal, targeted and sports activities.

KEY DUTIES AND RESPONSIBILITIES

- Line manage the youth work team, ensuring the environment is safe and welcoming and all necessary administrative duties are performed
- Leading in the management of outreach activities
- Welcoming young people into the buildings, ensuring everything is running smoothly and supporting young people engaging with the services
- Delivering drop in sessions i.e. organising games and positive activities
- Facilitating the delivery of creative and partnership projects
- Having conversations with young people, identifying issues affecting them and how their needs can be met. Identifying and referring when targeted youth support is needed.
- Mentoring, coaching and supporting individuals, encouraging young people to develop their self-awareness, independence and individuality
- Ensuring that all projects are properly documented, are delivered within budget and that work is evaluated and data input into management systems
- Leading on the development and delivery of cross-hub projects. Examples might include working with young people who identify as LGBTQ and inter-generational programmes.
- Staying informed on legislation, local and national issues, and best practice in youth work
- Being the Designated Safeguarding Person and ensuring child protection procedures are followed and that the safeguarding of young people is paramount
- To lead on the planning and design of QCCA and GOAL's youth work and ensure the delivery of quality and effective programmes with tangible outcomes.
- To develop a regular programme of open and targeted youth projects, activities and events in the wards of Gospel Oak and Haverstock with a particular emphasis on informal personal, social and vocational learning.
- To review how the youth service monitors its work. This takes in everything from capturing the journeys of the young people who come to us, down to record-keeping of session attendances and accredited outcomes.

- To manage a youth volunteer placement programme, working in partnership with schools, other youth clubs and other establishments.
- To promote educational attainment, access to apprenticeships and employment opportunities for young people aged 16-21 years using a range of formal and informal methods of engagement including one-to-one surgeries.
- To work with trainers and facilitators to deliver accredited qualifications.
- To organise and deliver needs-based group work with young people utilising a wide range of resources and facilities including music, drama and sport.
- To maintain an accurate inventory of resources and facilities.
- To work with QCCA programme co-ordinators to cross-refer young people and their families to our other services (including the food bank, family health activities etc).
- To work directly with young people delivering activities as well as providing support and access to specialist services, where required.

PERSON SPECIFICATION

Requirements	Essential	Desirable
Degree level education or equivalent		*
A NVQ Level 3 qualification or above in youth work		*
At least three years' experience of working with young people in various settings	*	
At least one years supervision and management experience	*	
Strong affinity to the issues facing young people growing up in deprived communities, particularly those experiencing personal difficulties or challenges	*	
Up-to-date knowledge of safeguarding/child protection policies and procedures	*	
Committed to youth work as informal education and ability to develop new ideas and initiatives to support youth development and participation	*	
Proficient knowledge in legislation, regulations, policies and procedures for program development and implementation		*
Experience of developing and managing a budget in excess of £150,000		*
Ability to coach and mentor staff, volunteers and young people	*	
Experience in grant fundraising	*	
Experience of monitoring and evaluation	*	
Experience of creating programmes to enrich, educate and support young people, including mentoring, employment, female focused and social cohesion initiatives	*	
Experience of integrating the views, needs and concerns of young people in genuine and consistent ways to ensure that programmes remain relevant and impactful.	*	



EQUAL OPPORTUNITIES

QCCA is committed to principles of equal opportunity for all in terms of service provision and employment. As an employee of the company, it is your responsibility to ensure equality of access to jobs and services to women, black/ethnic minorities, lesbians and gay men and people with disabilities, regardless of marital status, age, creed/religion and unrelated criminal convictions.

HEALTH AND SAFETY

All staff have a responsibility to ensure the health and safety of persons and members of the public in the premises or sites controlled by QCCA the methods of achieving this will be provision of safe systems of work, safe and healthy conditions and environment, and including such information, training, instruction and supervision as is necessary to achieve these objectives in accordance with Safety Legislation and the Health and Safety Policy.

Signatures – Job Description Discussed and Agreed

Signature of the Post Holder

..... Date.....

Signature of Line Manager

..... Date.....