**Job Title: Head of Youth Service and Partnerships**

**Salary:** £36,218 – £41,605

**Location:** Across BLGC sites & some potential home working

**Responsible for: Large team of full and part time staff and volunteers**

**Reports to: Director of Children and Young People**

**Contract:** Permanent

**Hours: Minimum 35 working hours per week to be worked flexibly including**

**evening and some weekend working**

**The Charity**

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic and progressive children and young people’s charity based in Bolton. Established in 1889, our mission statement is “to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most”. Currently open five days a week, 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We operate across four sites, employ around 100 people and have the support and commitment of over 100 volunteers.

**Job Purpose**

You will hold overall responsibility for delivering a vibrant, open-access offer for the young people of Bolton working with up to 150 young people per evening across our centres and sites.

You will have responsibility for all Universal Youth Work operations including the open access Senior and Junior Youth Club Provision, Place Based (Outreach and Detached) Youth Work Programmes, Youth Voice and Participation, Creative Arts, Multi Sports Offer and holiday provision. Supporting and developing the Youth Work team and identifying and cultivating existing and new programmes of activity for young people from across Bolton will be a key element of the role. Crucial to the role is the ability to introduce continual improvements and ensure best practice in all areas of service delivery, whilst managing and achieving in line with our ambitious KPIs around reach and participation.

This role is fundamental in the improvement and development of the existing provision. The role will encompass a diverse range of tasks and responsibilities and in return you will receive a rewarding and challenging career with a charity that is committed to the social and personal development of young people.

**Who are we looking for?**

We are looking for someone who is passionate about youth work and cares about children and young people. Someone who is driven to provide the best services we can deliver and thrives in a fast paced, demanding role and enjoys working with people and developing their potential. You will need experience in people management, supervising and supporting staff and volunteers, implementing, and overseeing projects/programmes and building good relationships with partners. Most importantly you will be able to clearly demonstrate your commitment to, and practice of, Youth Work principles.

You will be well organised with the ability to plan effectively and deliver the highest quality service, producing excellent results and writing reports on progress. You will have effective communication skills across a range of audiences and will perform well under pressure.

**Our Vision and Mission**

**Vision**

Every young person in Bolton has the opportunity to be the best they can be.

**Mission**

We will provide great places to go, positive things to do, and people that care.

**Our Key Principles**

* Keep things simple.
* Always do the right thing.
* Offer excellent customer service.
* Provide an environment for people to be the best they can be.
* Be exceptional in the moments that matter.

**Our Values**

**Driven** **Caring**

We don’t give up and we do whatever it takes. Genuine people who care make the difference.

**Empowering Excellence**

We enable people to be the best they can be. We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

**Fun**

If you enjoy what you do, you do it better! Work is

serious and we do it with a smile on our face.

**Why work for us**

BLGC were the first youth organisation to be awarded ‘Youth organisation of the year’ by UK Youth and we are the proud recipient of the Queens Award, amongst other prestigious awards. Our charity has a strong reputation locally, regionally and nationally. We are ambitious and aspirational and are growing.

All staff have free access to our high-quality gym, during the day, you will also be enrolled into our pension plan and have access to free holiday club child-care. We offer flexible working, provide refreshments and fruit on site and have a wellbeing offer for you to access at times when you may need it. We have a fantastic track record for professional development and training opportunities, we are committed to developing our team. Come and join us in a fun working environment, where no two days are the same!

**Main Responsibilities**

**Delivering Excellence**

1. Deliver a high quality, diverse youth work offer, across BLGC which is exciting, safe, challenging and developmental.
2. Work collaboratively with colleagues across the team to ensure that the activities and opportunities are tailored to specific needs and interests of the young people and that there is a coherency and consistency in quality of the offer and its delivery.
3. Develop and maintain strong working relationships with external partners, the public, private and voluntary sector within the Borough to raise the quality of our offer, create greater integration and ensure better outcomes for young people.
4. Responsible for ensuring all monitoring and reporting requirements are met for funded projects and programmes and taking the lead on report writing.
5. Lead and develop a team of staff and volunteers and ensure all staff have support and supervision.
6. Work with the team to implement youth work principles and values and a broad curriculum to meet the needs of children and young people and identify areas for development to ensure the continuous improvement of our delivery.
7. Develop and implement monitoring systems and programme models to ensure that provision is of the high quality and achieves positive outcomes and evaluation.
8. Maintain a good understanding of the young people we work with, their issues and challenges and the complexities of delivering in a large open access setting through direct work with young people during sessions and through good communication with the team.
9. Ensure our buildings are safe and look and feel exciting and ensure that the atmosphere and offer is appropriate and engaging.
10. Ensure a consistent approach to standards around boundaries and behaviours in the youth club setting, working in a trauma-informed way.
11. Take the lead of quality assurance in safeguarding and ensuring that up to date and robust safeguarding policies and procedures are in place and that staff and volunteers adhere to them.
12. Oversee a robust approach to risk management, including person centred risk assessment and risk management processes.
13. Manage a budget and resources associated with the different areas of responsibility.
14. Actively promote BLGC to partners, families and young people including leading on the development and delivery of community events and activities and supporting the team to use appropriate marketing particularly through our website and social media
15. Work a flexible pattern including regular evenings and weekends in line with the role/team requirements.

**Fancy joining the team?**

To apply please download our application form from the vacancies section on our website [www.blgc.co.uk](http://www.blgc.co.uk) or email recruitment@blgc.co.uk.

In addition, please provide the following information:

* Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
* Any reasonable adjustments we can make to assist you in your application for the selection process.
* In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS

**PERSON SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Head of Youth Service & Partnerships** | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** |  |
|  | A JNC recognised Professional Youth Work Qualification. |  | ✓ | A/I |
| **Experience** |  |
|  | Experience in youth work at a senior level | ✓ |  | A/I |
|  | Experience of managing and delivering youth work in a range of settings and with different specialism | ✓ |  | A/I |
|  | Experience of planning and leading activities as well as coaching others to do so | ✓ |  | I |
|  | Experience of detached and outreach youth work |  | ✓ | I |
|  | Experience of community or youth development work |  | ✓ | I |
|  | Experience of delivering strong performance management culture |  | ✓ | A/I |
|  | Proven leadership and management experience including managing staff and volunteers | ✓ |  | A/I |
|  | Experience of designing, developing and delivering a diverse range of activities and support programmes for young people including those with challenging behaviours and of varied abilities  | ✓ |  | A/I |
|  | Experience of working collaboratively with senior managers in a range of organisations including the voluntary sector, schools, parents and carers and other external agencies  | ✓ |  | A/I |
|  | Experience of developing and maintaining strong relationships with external partners | ✓ |  | A/I |
|  | Experience of implementing quality assurance procedures  | ✓ |  | I |
| **Knowledge and Skills** |  |
|  | A sound understanding of the principles and delivery mechanism for engaging young people into community-based youth interventions particularly through detached work and outreach work. | ✓ |  | A/I |
|  | An understanding of Youth Work and values | ✓ |  | A/I |
|  | Excellent communication, relationship building and interpersonal skills | ✓ |  | A/I |
|  | Proven track record in project management. |  | ✓ | I |
|  | Effective people management skills and coaching skills. | ✓ |  | A/I |
|  | Awareness of the barriers young people may face when building relationships and working towards achieving positive outcomes and skills in breaking down those barriers.  | ✓ |  | A/I |
|  | Excellent planning and organisational skills with the ability to think innovatively, strategically and the flexibility to adapt to circumstances  | ✓ |  | A/I |
|  | Strong negotiation skills. | ✓ |  | A/I |
|  | A good understanding of Safeguarding-Level 3 /Advanced Safeguarding training | ✓ |  | A/I |
|  | Ability to work on own initiative, prioritise and manage conflicting demands and make decisions under pressure. | ✓ |  | A/I |
|  | Ability to both lead a team and work as a team member | ✓ |  | A/I |
|  | Ability to hold confidential information and knowledge of information sharing protocols | ✓ |  | A/I |
|  | Ability to write and compile reports to a high standard in line with funding, contract and manager requirements and to maintain up to date recording of information. | ✓ |  | A/I |
|  | Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary | ✓ |  | A/I |
|  | Ability to monitor and evaluate success and impact and utilise results to better plan provision | ✓ |  | A/I |
|  | IT literate | ✓ |  | A/I |
|  | Ability to understand, follow and implement procedure | ✓ |  | A/I |
|  | Ability to deliver work with young people within an equal opportunities framework | ✓ |  | A/I |
| **Personal Attributes** |  |
|  | Self-motivated, able to use own initiative, confident and persistent | ✓ |  | A/I |
|  | Positive and enthusiastic | ✓ |  | A/I |
|  | Punctual and reliable | ✓ |  | A/I |
|  | Commitment to personal and professional development. | ✓ |  | A/I |
|  | Full commitment to inclusion and belief that young people of all backgrounds can achieve. | ✓ |  | A/I |
|  | Non-judgemental, open minded attitude | ✓ |  | A/I |
|  | Able to work in the evenings and at weekends if required | ✓ |  | A/I |
|  | Current driving license and use of a car for work purposes |  | ✓ | I |
|  | Access to good internet access at home, and a space to work effectively from home if required  | ✓ |  | A/I |

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

BLGC is committed to the safeguarding of young people. In accordance with our Safer Recruitment procedures, this position requires an enhanced DBS check*.*

**Method of Assessment Key:**

A Application Form

I Interview