

Job Title:	Youth Manager
Employer:	Torus Foundation
Location:	Liverpool, FireFit Hub
Salary:	£37,709
Responsible to:	Centre Manager
Responsible for:	2xLead Youth Workers, 1xJunior & Holiday Programme Coordinator, 1xTargeted Youth Work Coordinator

Purpose of the post:

To be a key member of the FireFit Youth & Community Hub Leadership Team, with responsibility for the management of an outcomes focussed youth work offer for children and young people, utilising Torus Foundation's Youth Impact Framework and Theory of Change. To ensure that all relevant Safeguarding and health and safety standards are met for youth activities and programmes which take place on and off site.

KEY RESPONSIBILITIES:

1. To lead and manage and implement a varied programme of youth work programmes and youth activities that meets the needs of children and young people.
2. To ensure youth voice plays an integral part of the design, delivery and evaluation of projects and programmes.
3. To manage budgets effectively ensuring that the provision reflects the changing needs of young people.
4. To develop and motivate the youth team to provide an exceptional inclusive offer for young people, including Duke of Edinburgh Awards Programme, targeted youth programmes, outreach, open access activities, youth voice and social action. Ensuring that all health, safety and safeguarding arrangements, resources and budgets are in place.
5. To ensure that all relevant Safeguarding and health and safety standards are met for youth activities which take place on and off site, including but not limited to risk assessments, staff ratio's, consent.
6. To support the with the delivery of the FireFit Hub Commercial Income and Fundraising Plan.
7. To contribute to the creation and submission of tender and funding applications and bids.
8. To deliver, monitor and review activities in line with Torus Foundations Youth Impact Framework and Theory of Change.
9. To quality assure the youth programme, identifying areas of success and developing actions plans for continued improvement.
10. To ensure the effective use and development of CRM systems to capture the impact nd ongoing engagement of children and young people.
11. To deputise in the absence of the Centre Manager and undertake responsibilities for the effective delivery of the Hub in line with business and operational plans.
12. To liaise with internal and external stakeholders to build effective working relationships and strategic alliances to support the delivery at FireFit Hub.

13. To monitor and report on performance using agreed methodology and mechanisms, proposing and implementing remedial plans of action where necessary.
14. To manage funded programmes and projects, in line with grant agreements, ensuring contract compliance and delivery of agreed outcomes.
15. To act as a keyholder with responsibility for opening and closing the building safely where required.
16. To plan, co-ordinate and deliver major youth events at the Hub ensuring that all health, safety and safeguarding arrangements, consultation, resources and budgets are in place.
17. To oversee positive, consistent behaviour management with young people, ensuring all reporting and monitoring processes are in place and review regularly.
18. To ensure the effective usage of the Hub's Social Media channels with up to date youth, and youth related queries and questions are responded to in a timely and professional manner by designated youth staff.
19. Provide strong leadership and maintain effective employee relations, including deliver of peer training and coaching with staff as required.
20. To line manage staff, ensuring performance is managed, and complete regular appraisals, one to ones and team meetings.

Health and Safety

21. Ensure that H&S policy and procedures are adhered to and embedded to deliver effective and safe services and operations.
22. Support the Centre Manager with Health and Safety at FireFit Hub ensuring compliance with all Group Policies and relevant legislation including Data Protection, Equality and Diversity, Health and Safety and financial regulations.
23. To ensure that the building and activities which take place are managed to a high standard of health and safety with all activities risk assessed and delivered in line with all required guidance and legislation.

Equality and Diversity

24. Apply and embed fairness and equality in both the delivery and offer of all services, to ensure that all staff and customers are treated fairly, to meet an individual's personal circumstances.

Safeguarding

25. To promote safety and protection of vulnerable adults and children by ensuring that all safeguarding issues and concerns are reported promptly in accordance with Local Authority and Torus Safeguarding Policies.
26. To manage all aspects of Safeguarding across youth activities and act as the Safeguarding lead for young people at the Hub. Liaising with the Centre Manager and Head of Youth to ensure robust safeguarding arrangements are in place.
27. To support the management and maintaining of systems to identify, record, monitor and address accidents, incidents, ASB, behaviour management and individual needs; making referrals to support agencies where appropriate.

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Location: Liverpool

CRITERIA	NECESSARY REQUIREMENTS	
APPROPRIATE PROFESSIONAL QUALIFICATION	A professional Youth Work qualification or equivalent experience (E)	AF/C
	Evidence of continuing professional development (E)	AF/C
	First Aid at Work qualification (D)	AF/C
	Health and Safety qualification such as IOSH (or be willing to work towards) (D)	AF/C
EXPERIENCE & TRACK RECORD	Substantial experience of leading and managing youth work programmes which engage and inspire young people (E)	AF/I
	Track record of successful staff and volunteer management in a youth focussed organisation (E)	AF/I
	Substantial experience of working with young people and evidence of understanding young people's development needs and the issues important to them (E)	AF/I/T
	Sound knowledge of outcomes and impact frameworks and the role they play in evidencing high quality youth work (E)	AF/I
	Experience of managing operating budgets (D)	AF/I
	Track record of involving children and young people in the design, delivery and evaluation of youth work programmes and activities (E)	AF/I/T
	Experience of managing day to day health and safety within an organisation including facilities management (E)	AF/I
	Knowledge of current Legislation, and policy relating to Safeguarding children, young people and adults and experience of putting policy into practice (E)	AF/I
	Experience delivering outdoor education/ Duke of Edinburgh programmes (D)	AF/I
MANAGING CHANGE	Embraces change through open and reflective approach, appreciative enquiry, challenge and delivery of expectations. Flexible in outlook and able to change direction at short notice (E)	I
	Anticipates own reactions to change and new interventions and seeks support where needed (E)	I

LEADERSHIP & VISION	Takes personal responsibility for own workload. Is confident listening and presenting, and able to influence others and encourage innovation (E)	A/I
	Confidence to take initiative and lead a project (E)	A/I
INTERPERSONAL PERSUASION & INFLUENCING	Demonstrates high levels of motivation and resilience combined with enthusiasm, commitment and a curious, inquisitive approach to challenge and seek continuous improvement (D)	I
	Passionate, committed and self-motivated to inspire others to change (D)	I
	An approach to work that concentrates on people and understanding their needs (E)	A/I
COMMUNICATION	Ability to engage with internal and external stakeholders to build relationships based on honesty, trust, mutual respect and integrity to inspire confidence and respect (E)	A/I
	Competent user of the digital/social media channels and their role in communication and driving business success (E)	A/I
	Excellent communication, presentation, negotiation, and customer service skills (E)	A/I
FINANCIAL & RISK MANAGEMENT	Demonstrable governance and financial compliance experience ensuring compliant operations (D)	A
	Evidence of a balanced approach to risk management, with ability to balance activity with business need and financial constraints (D)	A/I
OTHER	Driving license and access to a car (D)	A
	Willingness to be flexible in hours worked as and when required (E)	A

Person Specification



Key:

AF = Application form

C = Certificate

I = Interview

T = Test

D = Desirable

E = Essential