



## **YOUTH WORK UNIT – YORKSHIRE & THE HUMBER**

The Board of the Youth Work Unit Yorkshire and the Humber wish to appoint a **Youth Programmes Manager**.

**Closing date: 6<sup>th</sup> April 2020. Interviews: 21<sup>st</sup> April**

**Job Title: Youth Programmes Manager -**

JNC 20-23 (£29,724 - £32,456)

21 hours pro rata = £16,870 - £18,420

1 year fixed term contract with the possibility of an extension dependent on funding

Please direct any questions to: [theunit@youthworkunit.com](mailto:theunit@youthworkunit.com)



## **YOUTH WORK UNIT – YORKSHIRE & THE HUMBER Job Description**

**Job Title:** Youth Programmes Manager -

JNC 20-23 (£29,724 - £32,456)

21 hours pro rata = £16,870 - £18,420

1 year fixed term contract with the possibility of an extension dependent on funding

**Responsible to:** YWU Board and staff team

### **Purpose:**

To lead on the development, delivery and maintenance of a set of thematic networks to deliver the functions and aims of the YWU.

To lead on Youth Voice work in the region and for the organisation

### **Principal Duties**

1. Promote youth work values and methods, advocating for and with young people as well as with voluntary and statutory services regionally and nationally.
2. Lead in developing, delivering and servicing regional networks.
3. Work flexibly and collaboratively with the YWU staff team to develop and deliver a variety of contracts, and commissioned work, meeting all targets and outcomes.
4. Take the lead, working collaboratively with the wider team, to organise meetings, briefings, and conferences to promote and deliver quality youth voice work, share good practice and develop innovative work.
5. Lead on internal and external training, seeking out training contracts and organising delivery schedules in collaboration with colleagues.
6. Develop opportunities to involve young people in the work of the YWU and to ensure that young people are to the forefront of the Unit's policy and practice.
7. Work with the Strategy Manager to deliver the YWU's communications and marketing function including conferences, events, the YWU website, social media channels, e-newsletters and reports

8. Support the Strategy Manager in the delivery of the fundraising strategy.
9. Work effectively with the IT and QA systems complying with GDPR.
10. Undertake any other duties and responsibilities as are necessary for the smooth operation of YWU
11. Follow all YWU's agreed policies and procedures

**Youth Work Unit Yorkshire and the Humber  
Youth Programmes Manager  
PERSON SPECIFICATION**

<b>Essential</b>	<b>*</b>	<b>Desirable</b>	<b>*</b>
Professional youth work qualification minimum level 6	A	Experience of marketing, promotion and/or social media work	A+I
5 years' experience of working with young people, and of delivering, managing and evaluating youth work	A+I	Evidence of CPD/ professional development and skills updating	A+I
Understanding of the current issues in youth work and the youth work field	A+I	A Training Qualification UK - TQUK Level 3 Certificate in Assessing Vocational Achievement	A
Ability to instigate and develop relationships with agencies in order to establish collaborative and partnership working	A+I	A Training Qualification UK Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	A
Experience of delivering youth work training, both qualifying and in-service training, on a range of issues	A+I		
Experienced in advocating for young people	A+I		
Experience of establishing structures in order to facilitate young people's participation in decision making, and in responding to issues which affect their lives	A+I		
Experience of developing funding bids, securing funding and managing delegated budgets	A+I		
Excellent oral and written communication skills, including analytical and report writing ability	A+I		
Digital, IT and social media skills; experience of using Microsoft Office, Word, Excel and databases	A+I		
Able to facilitate and service groups; well-organised and able to work under pressure and to deadlines	A+I		
Commitment to equality of opportunity; experience of implementing safeguarding and health and safety policies	A+I		
Willing to undertake appropriate training and qualifications as required	A		
Able to travel around the region	A		

\*Identified by: A = application. I = interview.