

Job Title:	Youth Services Manager
Salary:	£34,000 - £36,000 (dependent on skills and experience)
Responsible To:	Director of Business Development and Community Services

Background

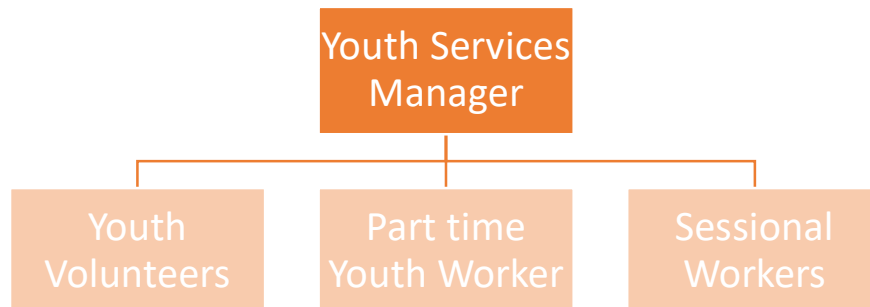
Kisharon Langdon's Brady Club provides Jewish young people aged 9-19+, with learning disabilities and autism, the opportunity to meet new people, make friends, take part in fun activities and learn social and life skills in a safe, stimulating and engaging environment.

The Youth Services Manager will empower and optimise the potential of young people through a strength based activity programme that encourages personal and social development.

Young people at Kisharon Langdon Brady are provided with a safe, caring and well-resourced environment to ensure their needs and wishes are met. Kisharon Langdon Brady engage young people through late afternoon/evening sessions and holiday schemes, providing an invaluable service in the Jewish Community.

Job Summary

The core work of the Youth Services Manager role is to ensure young people co-produce and participate in experiences and Jewish cultural activities. Responsible for leading Kisharon Langdon Brady Youth provision the Youth Services Manager will lead the future ambitions and operation of weekly sessions and holiday schemes for young adults with learning disabilities and autism.

**Key Responsibilities**

- Ensure Kisharon Langdon delivers on its ambition by developing an exceptional Youth Services.
- Expand Kisharon Langdon Brady with new groups and locations.
- Co-produce the development and delivery of a creative and imaginative activity programme.
- Actively recruit, manage and mentor sessional staff and volunteers.
- Respond to individual and group needs which includes issues affecting young people, promoting self-awareness and positive self-esteem.

Meeting Diverse Needs

- Actively build and maintain relationships with parents and carers.
- Proactively build and maintain relationships with a variety of stakeholders including community groups, schools, synagogues and Voluntary Organisations.
- Write and review risk assessments and organise arrangements to attend external venues.
- Promote individual young people's learning and social development.

Young Persons Progress

- Responsible for accurate recording of young person's engagement and progress.
- Effective and timely reporting, ensuring parents / carers are kept informed and updated on young person's progress (and / or any challenges).
- Know and understand how to assess different learning and activity needs.
- Ensure collection, analysis and reporting of young person's point of view.

Resources and Safety

- Provide excellence as a Youth Services Manager within your roles and responsibilities for safeguarding ensuring regular communication with the sessional staff / volunteers and reporting / recording systems are followed in line with the safeguarding policies.
- Responsible for reporting complaints, incidents and near misses.
- Ensure the environment is well managed and resources are used efficiently and effectively.
- Ensure accurate reporting and recording of Health and Safety and young people's welfare.
- Ensure that sessional staff / volunteers take account of Mental Capacity Act and Child/Vulnerable Adult Protection policies.
- Ensure that Young Person, Family / Carer details are kept up to date.

Leadership and Management

- Role model values based leadership of sessional staff and volunteers.
- Carry out on boarding / induction and observation / feedback to new staff / volunteers.
- Identify areas of underperformance and challenge these fairly in collaboration with manager.
- Support fundraising and business development in campaigns, marketing and bid proposals.
- Responsible for management of the environment including displays and resources.
- Responsible for delegated budget adhering to financial policies, establishing record keeping and expenditure monitoring.

Cultural and Social Development

- To ensure Jewish Ethos and Jewish Cultural awareness is embedded within the Youth Services.
- Actively contribute to the Jewish culture that promotes community inclusion and maximises achievement and opportunities of young people.
- Take the lead in developing materials (digital and print) for activities and recreation.

Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Organisational Values**
To behave in accordance with the organisation's values of excellence, responsive, caring, integrity and empowering.
- **Equity, Diversity and Inclusion**

To act in accordance with the organisation’s Equity, Diversity and Inclusion Policy, which is designed to prevent discrimination of any kind.

- **Health & Safety**
Ensure that all duties are carried out in line with the Organisation’s Health & Safety Policy.
- **Risk Management**
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for attending health & safety training as required.
Responsibility for assisting with risk assessments.

Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Kisharon Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the main duties of the post at the time of writing.

Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: (Post Holder)

Name: (Print)

Date:

Signed: (Line Manager)

Name: (Print)

Date:

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Kisharon Langdon Job Descriptions. The signed copy will be retained on your Personnel File.

PERSON SPECIFICATION

Youth Services Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent professional experience in related sector. 	<ul style="list-style-type: none"> Teacher / Youth & Community Worker qualification Level 3-Youth Work Practice - 6 NYA qualification
Personal Attributes	<ul style="list-style-type: none"> A passionate and outstanding leader Approachable and caring Inspiring and motivational Physically and emotionally resilient 	
Knowledge and Experience	<ul style="list-style-type: none"> A successful track record of Youth Service / Educational role. Demonstrable experience of developing activity programmes Experience of budget management Previous experience of leading (sessional) staff 	<ul style="list-style-type: none"> Experience of working with young adults with learning disabilities and Autism Recruiting and supporting volunteering roles Community engagement initiatives with other organisations
Communication & People Skills	<ul style="list-style-type: none"> Excellent interpersonal and presentation skills Ability to build relationships Demonstrable evidence of values based management Exceptional communication skills with the ability to influence a wide range of stake holders at all levels Assertive, confident and the ability to influence in a challenging environment 	
Organisation Skills	<ul style="list-style-type: none"> Excellent organisational skills The ability to multi task, manage time & resources flexibly. Composure under pressure, while maintaining high morale Able to be self-directed Flexible, adaptable and calm under pressure 	
Specialist Skills	<ul style="list-style-type: none"> Evidence of delivering positive outcomes for young people A successful track record of effective partnership working and networking with key stakeholders An understanding of existing and pending legislation and regulation (e.g. Mental Capacity, Safeguarding) 	<ul style="list-style-type: none"> Knowledge of Charity/voluntary sectors with awareness of disability issues

Other	<ul style="list-style-type: none">• Acceptance of and commitment to the principles underlying Kisharon Langdon's Equity, Diversity and Inclusion and Health & Safety Policies.• Able to work outside of usual office hours as work demands.• Commitment to continuous personal development.• Flexibility to adjust working hours to meet operational needs	<ul style="list-style-type: none">• Car Driver
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