

1. JOB TITLE: Youth Development Manager
2. ACCOUNTABILITY: The Youth Development Manager will form part of the senior Management Team and be responsible in Line Management to the Executive Director
3. JOB PURPOSE: To ensure that the operations of the Youth and Learning section are developed and maintained to the high standards expected of the Association in keeping with our Central Code of Practice (attached) and the Christian ethos of the YMCA. In this context the Operational Manager is expected to support the Executive team in the promotion and marketing of the Association's activities.

Additionally, in the first stage you will undertake and manage our element of "Include and Aspire" a joint venture with Bellshill & Mossend YMCA.

4. MAIN DUTIES:

Development

- a) Review and further develop the range of opportunities made available to young people already accessing our youth work and accommodation services
- b) Work with key partners to identify gaps in provision and assist in the development of new services to maximise opportunities for young people
- c) Stimulate positive activity within our areas of interest using existing or adapted models of good practice to increase leadership opportunities
- d) Identify opportunities for co-operative working and sustainability over the long term
- e) Identify, collate and maintain information and programme materials suitable to work with young people with a particular emphasis on personal development participation
- f) Stimulate action by young people for young people in the provision of services and opportunities to maximise their choices and provide alternatives to boredom and social exclusion
- g) Maximise the use of IT and other media to engage young people within our communities.

Management

- a) Management and direction of existing and recruited sessional youth work staff including volunteers
- b) Work within the Operational Management Team to maximise the effectiveness of joint working relationships within the Association
- c) Ensure that young people are sufficiently engaged and given the chance to develop their skills, enhance their well-being and support sustainability of their personal growth and development
- d) Assist in the establishment of further youth work provision through recruitment, training and support of volunteers and sessional staff
- e) Work in conjunction with volunteers and sessional staff to provide youth activity and leisure programmes suitable to their needs and aspirations.
- f) Assist in the on-going staff development programme

Job Description

- g) Maintain budgetary control of Youth and Community Learning and seek to ensure excellent value for money
- h) Identify ways to improve service delivery within allocated budget.

Evaluation

- a) Maintain a monitoring and evaluation framework that tracks progress of work with young people to help secure future service development
- b) Prepare reports on progress as required for Executive management and Board of Trustees and promotional activity for agencies and community interest groups as appropriate.

Additional

- a) Attendance at Operational Management team meetings as required
- b) Establish and manage youth work team meetings
- c) Participate in appropriate external team meetings
- d) Attendance at staff training and development opportunities as required
- e) Maintenance of Health & Safety operational standards within areas of responsibility
- f) Maintenance of policy standards and reporting on matters out with ability to manage.

5. **SALARY:** Within YMCA Operational Management Range
(Scale points 13 – 16) Currently £27,389-£32,534