



JOB DESCRIPTION

Youth, Play and Community Project Manager

25 hours per week - Salary: £25,998 pro rata

Place of work: Based in one of our six Community Hubs with travel to all WCT Hubs as part of your role, these include Warndon, KGV, Tolladine, Ronkswood, Horizon & The Green Centre with expectation to travel for meetings and trainings at other venues as required.

Responsible to: Operations Manager

Responsible for: Lead Youth & Community Workers, Assistant Youth Workers, Bank Workers, Play Workers, Volunteers & Students on placements

Purpose of the role:

To work alongside the Operations Manager, Lead Youth and Community Workers, other relevant WCT staff and partners to deliver WCT's Youth, Play and Community services.

This will include developing, managing, and leading youth, play and community services and line management of staff delivering our youth, play & community services.

Main tasks:

To:

- Plan, develop and implement a programme of youth and community work for children, young people and families across Worcester City
- Lead and manage a team of Lead Youth & Community Workers, Assistant Youth Workers, Bank Workers, Play Workers, Volunteers & Students on placements including regular supervisions, team meetings and personal development plans
- Develop, co-ordinate and manage our Kidzplay project
- Develop, co-ordinate and manage our Children in Need/after school activities
- Build partnerships with external organisations to enhance our service development and delivery
- Develop and maintain effective records, systems and databases for the project with the support of the Lead Youth & Community workers
- Develop performance monitoring tools and a methodology for evaluating the success of the project in line with contractual obligations

- Implement appropriate and robust planning, evaluation, monitoring and reporting tools that will be fed back to senior management, WCT Trustees and funders
- Manage the WCT Youth Service, Children in Need and Kidzplay budget
- Attend local meetings and events to represent WCT, this could include local PACT meetings and forums
- Ensure that staff are aware of their responsibilities for following WCT policies and procedures and undertaking day to day administration relevant to their position
- Ensure that financial guidelines and procedures are understood and adhered to as appropriate
- Support in writing funding bids to source monies from a number of appropriate avenues
- Report safeguarding concerns immediately to line manger

General Duties:

- Observe WCT procedures and codes of conduct as defined including confidentiality, health and safety at work, data protection
- Act as a good role model and champion best practice at all times
- To be responsible for safeguarding children, young people and vulnerable adults you come into contact with, and follow correct WCT policies and procedures around safeguarding appropriate to your level of post
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and support staff in their development and training
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job

Notes:

WCT reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees, volunteers and service users and is consistent with Worcester Community Trust's Equality and Diversity Policy.

This post is subject to an enhanced criminal record check under the arrangements established by the Disclosure and Barring Services.



Person Specification

Post Title: Youth, Play and Community Project Manager

Qualifications / Training

- Qualified to at least NVQ level 5 in Youth and Community Development or equivalent

Experience / Knowledge

- At least two years project management experience of report writing, performance monitoring and providing contract management information
- Experience of developing training or personal development plans
- Ability to communicate with both young people and adults
- Understanding of the issues affecting young people and the wider community including mental health and well-being, loneliness and isolation, training and employment, knowledge & understanding of Ofsted regulations & procedures
- Knowledge of current safeguarding policies and procedures
- Experience of working with young people in a variety of settings
- Understanding and adherence to professional boundaries especially matters of a personal and confidential nature
- Excellent written and oral communication skills
- Ability to work independently and as part of a team
- Excellent IT skills
- Perform well under pressure
- Own transport to access our community centres located across Worcester
- Ability to work evenings and weekends as require

Skills

- Ability to work with people from diverse backgrounds
- Ability to establish excellent working relationships both within The Trust and with partners
- Excellent interpersonal skills
- Able to motivate staff and service users
- Able to act in a professional manner with integrity at all times, understanding and adhering to professional boundaries
- Strong IT skills, including data entry
- Ability to manage time effectively
- Ability to prioritise own workload and to work effectively under pressure
- Willingness to be flexible and able to work without close supervision
- Strong organisational skills

Desirable Key Skills:

- Fundraising experience
- Understanding of social media
- Experience and knowledge of local services
- Flexibility in terms of time and place of work in order to support delivery during school holidays