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| Job Title: | G20 Manager | Job Category: |  |
| Department/Group: | Children’s Wood | Job Code/ Req#: |  |
| Location: | G20 area | Travel Required: | Glasgow |
| Level/Salary Range: | As advertised | Position Type: | Full time |
| Line Management: | Project Lead | Date Posted: |  |
| Job Description |
| The G20 manager (reporting to the Project Lead) is responsible for the day –to- day running of the G20 youth project and the effective running of the G20 building. G20 manager will be responsible for taking forward the G20 vision within the youth club, and for maintaining and developing connections with other community groups, individuals and organisations. This is a key role in the G20. PRIMARY RESPONSIBILITIES* Oversee the day-to-day running of the Youth House.
* Deliver training, induction and encourage the voice of the young people and their progression to positive pathways
* Maintain required records including child protection, case studies, health and safety and employment documents.
* Baseline knowledge of trauma, adverse experiences and impact these have on young people
* Baseline knowledge of the impact of nature on young peoples health, wellbeing and personal development
* To manage a range of youth community programmes delivered by the G20
* Line manage staff, including young people.
* Support the long term development of an alternative school day programme for young people, working in partnership with local schools
* Work with Project Lead , staff and trsutees in delivering the vision and aims of the G20
* Plan and budget for future programmes within the youth project
* Work with Admin and Project Lead to apply for funding
* Responsibility for tracking and reporting on funding
* Manage a holistic programme for families
* Maintain positive relationships with partner organisations.
* Maintain employee and young peoples records and complete paperwork to comply with laws and regulations.
* The G20 manager will be responsible for the training and well-being programme for staff
* There may be other jobs required by the G20 group not included in this job description.
* Enthusiastic about working young people

SKILLS & QUALIFICATIONSYou will be expected to demonstrate relevant experience for this post. EssentialYouth Work background essential.  Proven experience of managing within the youth work sector Knowledge and understanding of youth legislation and issues effecting young people We look forward to meeting you at our full interview process  |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |