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Date November 2021

Job Description Deputy Youth Work Manager

Hours Full Time (35 hours per week)

Salary £21000 - £24000 depending on experience

**Role Purpose**

To assist with the development and delivery of youth work provision within FetLor Youth Club and to support the values and polices of the Club.

**Role Responsibilities**

1. To support the Youth Work Manager in developing delivery plans for youth work within our Club.
2. To deputise for the Youth Work Manager in their absence.
3. To deliver face to face youth work.
4. To understand the area in which you work.
5. To build and maintain positive relationships with young people.
6. To monitor and evaluate youth work in consultation with colleagues and young people.
7. Represent the Club over social media and in person at meetings.
8. To encourage young people to actively participate in the decision-making processes of the Club.
9. To be aware of and implement FetLor Youth Clubs Safeguarding and Health and Safety policies and procedures.
10. To participate in regular performance reviews and be prepared to undertake training courses appropriate to your role.
11. To undertake any other such duties commensurate within the grade of the post, as required.

**Qualifications and Experience**

Hold a relevant Youth Work Qualification at SCQF Level 6/SVQ Level 3 or higher.

Hold a full and clean driving licence.

Recent experience of working face to face with young people.

Experience of organising programmes and events in support of young people

Be competent in the use of Microsoft Office applications.

**Supervisory Responsibilities**

Deputise for the Youth Work Manager their absence. This will include, but will not be limited to, leading, supporting and supervising a team of 4 youth workers: participating in senior team meetings and undertaking stakeholder engagement.

**Supervision Received**

The postholder will receive day to day supervision from the Youth Work Manager. Second line management support will be from the Chief Executive.

**Conditions**

* The post holder will be required to work a flexible pattern, which will include several evenings per week.
* This is a permanent post.
* It is a requirement of your contract of employment that no holidays will be taken in July. In addition, staff undertake annual training around the first week of September and the first week of return to business after New Year. Annual leave will not normally be taken during these periods.
* The post holder must hold and retain, membership of the Protecting Vulnerable Groups Scheme (Disclosure Scotland).
* This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Person Specification**

Education/Qualifications/Knowledge

* Hold a relevant Youth Work Qualification at SCQF Level 6/SVQ Level 3 or higher.
* Basic knowledge of Health and Safety at Work and in the context of youth work
* Knowledge of issues that are current and relevant to young people
* Strong written language skills

Experience

* Recent experience of working face to face with young people
* Recent experience of, or be ready to, hold a Senior Youth Worker post
* Ability to monitor, review and evaluate your work with young people

Aptitudes and Skills

* Ability to use a variety of methods to engage young people in youth work activities
* Ability to develop and deliver of youth work programmes
* Ability to lead, support and manage a small team
* Ability to monitor, review and evaluate your work with young people
* Ability to listen and empathise with young people
* Ability to relate to, encourage and motivate young people to form positive relationships
* Ability to communicate effectively with young people and team members
* Ability to work independently and within a team to effectively deliver youth work programmes.

Personal Qualities

* Understand and apply the principles of confidentiality.
* A genuine respect and regard for young people
* Commitment to personal and professional training opportunities