

MUIRHOUSE YOUTH DEVELOPMENT GROUP – JOB DESCRIPTION

Job Title	Operational Manager
Job Reports To	Executive Director
Place of employment	Craigroyston Community High School, 67 Pennywell Road, Edinburgh EH4 4NL
Scope of contract	<ul style="list-style-type: none"> • 36 hours per week • Annual Salary £30,000 • Annual Holidays 38 days including 10 days public holidays • Note: Staff are required to work with some flexibility as youth work activities often take place after school and there are <u>occasional</u> residential e.g. Youth Work Games which is an annual event
Key accountabilities	<ul style="list-style-type: none"> • Programme planner (School term and holiday programme) • Ensuring good practice within the team (following policies and practices) • Fundraising support to Executive Director (light touch) • Core staff support – Support and Supervision (monthly check-ins) of Boys Lead and Girls Lead youth workers • Oversight of trainees and part-time sessional youth workers – support and supervision • Keeping abreast of Child Protection issues to ensure young people are safe • Act as Lead for Under 12s youth work, outdoor activities, trips/transport and occasional residential including the annual Youth Work Games
Responsibilities	<p>Vision and Values</p> <ul style="list-style-type: none"> • Work in line with MYDG’s vision and values <p>Youth Work</p> <ul style="list-style-type: none"> • Lead on key aspects of youth work provision <p>Participation</p> <ul style="list-style-type: none"> • Encourage the personal development of young people, taking a ‘participation’ approach to give them a voice in influencing youth work services <p>Evaluation</p> <ul style="list-style-type: none"> • Plan youth work activities based on effective evaluation and achievement of clear Outcomes for young people



Personal Development, Support and Supervision of Staff

- Encourage the personal development of youth work leaders and sessional staff
- Contribute to the planning of an annual staff development Away Day
- Maintain relevant learning and qualifications e.g. Child Protection, First Aid etc.)
- Keep HR processes up to date

Meetings

- Attend relevant meetings and establish networking with other local youth work organisations, collaborating as appropriate
- Contribute to weekly team meetings and board meetings twice annually

Policies and Procedures

- Keep up to date with the staff handbook, policies and procedures

Budget

- Oversee and manage youth work project budgets

Funding and Reporting

- Maintain deadlines and produce reports for funders as necessary

Essential Knowledge and Experience

- Experience of leading and delivering effective youth work programmes, outdoor activities and residentials
- Proven experience of building trusted relationships with young people and colleagues in a youth work context
- Effective communication and IT skills (Microsoft Suite)

