



SNaP Development Project Job Opportunity

Deputy Youth Work Manager Job Description

We are keen to recruit a Deputy Youth Work Manager who will help support our values and ambitions.

Funded through the Reaching Communities National Lottery Programme, this is a highly rewarding job, which will allow an exceptional individual to make a real difference to the lives of young people.

Background and Context

SNaP Youth is a sub-name given to the registered charity 'SNAP DEVELOPMENT PROJECT'. The charity was formed in 2004 and for the last 19 years we have been delivering needs-led youth work for young people aged 10-16 years living in South Normanton and Pinxton. As the only long-standing generic youth work provider in the local area, we are passionate about developing and facilitating the very best youth work provision. We want young people to have somewhere to go that is fit for purpose, something to do that is developmental and challenging and someone to talk to who is genuinely interested. In practise, we support young people to gain the knowledge and information needed to make informed life choices. We encourage young people to get involved with something that they are interested in. It could be arts, drama, cooking, sports, music or taking part in volunteering - anything that sparks an interest and gives them confidence. We believe that when young people learn to feel good about what they are doing they are happier and better prepared to succeed in whatever they want to achieve in life. If you are interested in our work, please view our website by logging on to: www.snapyouth.org.uk

Post: Deputy Youth Work Manager

Area: South Normanton & Pinxton

Responsible to: CEO

Salary: £18.00/hour

Hours: 22.5 hours per week

Funded: to start June 2023 - 2 year contract

Main Role:

The Deputy Youth Work Manager will be expected to be hands on, working in collaboration within a small, busy team, who aspire to deliver the very best youth work provision for local young people. This person will work closely with the CEO Youth Work Manager contributing to the continuous improvement and development of the service provision.

Specific Tasks and Responsibilities

- To identify operational priorities.
- To promote and publicise the charity and youth work services.
- To develop a continuous plan for market research so that community needs and resources are identified.
- To manage the development and the day-to-day delivery of youth work and plan future programmes and activities.
- To assist with providing managerial leadership and direction to the staff team

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- To ensure the charity’s staff and volunteers have the training, support and resources to be effective in their roles.
- To ensure all safeguarding, health and safety and other duties of care are met; including the completion of risk assessments.
- To use impact reporting tools to effectively collect data, evaluate the performance of the youth work provision, identifying areas for improvement and implementing required changes.
- To support the business plan and funding bids.
- To maintain awareness of risks and changes in the external environment that affect the charity, it’s employees and volunteers.
- To take an active role in a range of delivery contexts including youth club sessions, 121 mentoring, community projects, detached youth work, sports work, residential trips away.
- To participate in regular performance reviews and be prepared to undertake training courses appropriate to the role.
- To undertake any other such duties commensurate within the grade of the post, as required.

Person Specification:

- You will have proven experience in a management role.
- You will have relevant experience and/or an understanding of working within a charity, voluntary or community setting.
- You will have the ability to respond flexibly to the needs of young people, the community, and the priorities of charity.
- You will be a reliable team member and an excellent communicator.

Essential:

Recent involvement with the youth work and community sector.	I A
You will have good listening skills and be a gifted communicator.	I Ac
You will have good report writing skills.	A
You will be a reliable team member.	I A

Desirable:

Clean, up to date driving license with appropriate business insurance.

You will be assessed on these points through the information you provide in your application and at interview.

A=Application I=Interview Ac=Activity

We will use the information you provide to assess your suitability for the role you have applied for.

Due to the nature of the post, successful candidates may be subject to a disclosure by the Disclosure and Barring Service. All new employees and volunteers are subject to a probationary period. A review of performance against the

If you are interested in this offer, please send us your CV and a cover letter explaining how your skills and experiences fit the job role and person specification, to: **info@snapdp.org.uk**

All new employees and volunteers are subject to a probationary period. A review of performance against the above duties will be assessed after three months.



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