

MOTTO "To Brighten Young Lives and Make Good Citizens"

SALFORD LADS' & GIRLS' CLUB

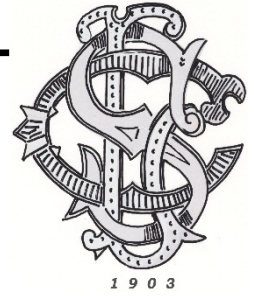


President – A. Groves
Hon. Secretary - B. Ball
Club Leader - L. Warmington
Girls Leader - K. Touray

Chairman - W.J. Smith
Hon. Treasurer - K. Corkan
Deputy Leader - B. Conway
Project Manager - L. Holmes

Registered charity number 521315

St. Ignatius Walk, Salford, M5 3RX 0161 872 3767
info@salfordladsclub.org.uk www.salfordladsclub.org.uk



ROLE PROFILE

ROLE TITLE	Director of Youth Services	DATE	June 2021
DEPARTMENT	Youth Services		
REPORTS TO	Managing Director of Club (or equivalent)		
Areas of Responsibility	<p>The Salford Lads Club has a group of just over 100 boys aged between 9 and 15 and a smaller but expanding, group of girls. We also support a group of 24 junior children from the local tenants co-operative.</p> <p>This new role is to provide professional and co-ordinated Youth Services support for all these core groups.</p> <p>This is a role intended to support our young people's activity leader(s)</p> <p>The role is also about creating partnership links and building an effective youth management and record keeping system.</p>		

ROLE PURPOSE

- To improve the quality, develop and expand an integrated and exciting offer for young people.
- To ensure consistency of standards across both boys and girls activities.
- To work with Salford Lads Club Lads and Girls Club leaders to provide cohesion and coordination standards.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Manage existing club resources (financial, people, infrastructure) in the delivery of youth activities and projects.
- Provide support drawing on extensive experience of safeguarding children policy and procedures in order to oversee club safeguarding policy.
- Identify and attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, and local policy developments.

Work with Lads and Girls Club Leaders, as well as other activity leaders to ensure quality of delivery, safety and standards across sports (both outdoor boys and girls football and indoor club-based activities), arts-based activities including music, community/environmental projects, and outward bound activities.

Recruit, train, support and manage volunteers.

Maintain effective monitoring and evaluation systems, attend meetings and provide written progress reports to the management team, board of trustees and respond to queries.

Manage budget (activity costs / youth work), liaise with the Finance Director, Managing Director with regard to budgets and funding.

Work in partnership with Lads and Girls Club Leaders, families and professionals from other organisations involved with young people such as community groups, charities, social care, health, police, education, youth offending teams and local authorities, in order to build a strong support network. ^[1]_{SEP}

Raise the profile of the youth work that we provide to engage external partners and influence potential funders.

Ensure youth work delivery is educative, empowering, participative and fun, and reflects equal opportunity and diversity in all regards.

Take a strategic lead in ensuring young people's voices are heard and be an advocate for the club in the community.

The post holder will be required to work some evenings and some weekends and attend overnight trips.

The post holder will require an enhanced DBS check.

WORKPLACE AND TERM

The main workplace will be Salford Lads and Girls Club, St Ignatius Walk, Salford, M5 3RX.

The hours of work will be 20 hours per week, and will be flexible with some evening and weekend work and overnight trips.

The contract will be for one year initially with a probation period of 3 months, and thereafter subject to one month's notice of termination by either side.

Salary range £26,000-£31,000 pro rata.

PERSON SPECIFICATION

Personal Knowledge/Experience/Attributes:

Extensive proven experience and a strong commitment to working with young people and an understanding of the factors affecting their lives.

The candidate should be able to relate to the values and circumstances of the community.

Ability to interact and provide reliable support to young people and act with integrity in times of stress.

Encourage participation by young people and empower them through an educational process.

Identify, plan develop and deliver programmes that respond to young people's needs.

Experience of organising and managing events and projects.

Commitment to ensuring equality, diversity and inclusion throughout all areas of the club.

Excellent interpersonal skills, with the ability to establish and maintain good relationships with staff and outside agencies.

Patience, tolerance and flexibility.

Excellent managerial, organisational and communication skills to bring out the best in club staff and volunteers.

The ability to deliver a presentation and write compelling reports.

QUALIFICATIONS

Selection will be based on the job requirements and the individual's suitability and ability to do the job. Applicants will not be excluded or otherwise treated unfairly on the grounds of sex, gender reassignment, pregnancy, maternity, race, nationality, ethnic origins, marital status, disability, age, religion, belief or sexual orientation. Nor will applicants be asked about any of these protected characteristics during the recruitment process.

All personal data or personal information processed by Salford Lads' Club will be done so in accordance with the eight principles of the General Data Protection Regulation.