



HEAD OF YOUTH PROGRAMMES (MATERNITY COVER)

Job Title	HEAD OF YOUTH PROGRAMMES – MATERNITY COVER (UP TO A MAXIMUM OF 52 WEEKS IE MID APRIL 2023)
Hours of Work	10:30 AM TO 6:30 PM MONDAY TO FRIDAY Due to the nature of the work, there may be occasions when you will be required to work out of hours including Saturdays.
Responsible for	PROGRAMME CO-ORDINATORS; INTERNS & VOLUNTEERS
Reports to:	SERVICE DIRECTOR FOR YOUTH SERVICE
Salary band:	£30,000 - £38,000

This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.

Closing date: 24th February 2023

Interviews: We will be conducting rolling interviews meaning we will invite suitable applicants in for interview as they apply.

Application Process: Completed application forms only no CV's or covering letters. Applications to be emailed to recruitment@baytreecentre.org.uk



ENVIRONMENT

The Baytree Centre (registered charity no 1175145) is a women and girls social inclusion project based in the heart of Brixton, working to support local women and girls from some of the most deprived wards in Lambeth.

Inspired by Catholic Social Teaching and in response to local needs we offer programmes that include skills development (employability, language), 1-1 coaching & mentoring, welfare support and creative & academic activities and that build confidence and self-esteem, promote aspirations, broaden horizons and opportunities. We aim to help our beneficiaries improve life chances for themselves, their families, and their communities.

Our services are currently delivered by our Youth Service, Women's Service and Volunteer Service. We have a staff body of 24 and pivotal to the success and delivery of the Centre's programmes is the strong and consistent contribution from our committed and active volunteers.

We are looking for an experienced, motivated, and innovative person to be part of our successful and dedicated Youth Service team, which currently delivers programmes to over 300 girls (aged 6 to 18) each year.

The successful candidate will have a proven track record of leading and developing programmes for young people between 6 and 18. They will lead our Youth Service team, strengthen and improve our existing provision, as well as identifying and exploiting new opportunities for service development supporting young women with a diverse range of needs to recognise their potential and develop skills for life and work. The post holder will be a motivational leader and a collaborative team-player, networking widely both internally and externally and operating credibly at all levels.

Critical to their success will be their genuine empathy and commitment to Baytree's core principles. While our clients' needs are central to what goes on at the Centre, we also believe in inspirational staff. What we do, how we behave, what we deliver and how we deliver it, are all fundamental to ensuring that our clients' best interests are served. We recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from underrepresented groups.

OVERALL PURPOSE OF ROLE

Head of Youth Programmes Maternity Cover – January 2023



- Working with the Service Director ensure that the development, management, and implementation of the Youth Service strategy is in line with the Baytree Centre's organisational aims.
- To provide leadership to the Youth Service team in a culture of openness and collaboration with effective direction and development of the team members.
- To provide overall direction for programmes delivered by the Youth Service, ensuring a quality experience for young people and parents that focusses on engagement, structure, new learning opportunities and progression.

KEY DUTIES & RESPONSIBILITIES

PROGRAMME MANAGEMENT

- Oversee and manage all Youth Service programmes ensuring the delivery of high-quality services, currently running across 4 key strands:
 - Education
 - Employability
 - Skills for life
 - Well-being and positive activities
- Working with the Mentor & Parent Liaison Manager ensure the mentoring programme is an integral part of the Youth Service offer including the development of the parental engagement programme
- Ensure the Youth Service programmes deliver against the agreed funder and service outcomes as well as the educational, development and well-being needs of participants.
- Produce timely, high-quality reports for funders.
- Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments.
- Have a clear picture of the needs of the young people and families accessing Baytree and work with The Mentor & Parent Liaison Manager to ensure that they are met.



MONITORING & EVALUATION

- Working with the M&E Officer, define, measure, and evaluate programme performance data and ensure continuous improvement of services.
- Ensure that work and performance targets are monitored and recorded in line with relevant funder and strategic requirements.
- Working with the M&E Officer, ensure regular youth led focus groups & surveys are conducted for both users of the service and young people within the community.

TEAM MANAGEMENT

- Coach, develop and support Youth Service team members.
- Ensure that the organisation's policies, working practices and procedures, particularly safeguarding, are well understood and embedded in all aspects of the Youth Service.
- Keep self and team up to date with relevant regulatory standards and ensure that the Service meets these standards.
- Organise, manage, and chair regular team meetings to ensure the sharing of information efficiently and to provide scope for discussion around what is being shared.
- Conduct regular 1-1/supervision sessions with reportees.

PARTNERSHIPS

- Play an active, participatory, and professional role to maintain and develop partnership working. Initiate, develop and maintain active working relationships with local authority early help/social service agencies; local schools; parent groups and other organisations and agencies related to Youth Service provision.
- Develop and implement an inclusive outreach programme including marketing and engagement strategies.

CROSS SERVICE

- Through the identification of funding sources, work with the Development Director to develop project proposals in line with the agreed Strategic Plan. This will involve drafting funding applications and budgets and maintaining appropriate relationships with funders.



- Work collaboratively with the Women's Service, to ensure consistency of services and approaches, to share knowledge and best practice and to develop and deliver specific cross service initiatives (including support for families and mother and daughter activities).
- Work with the Volunteer Manager to ensure that the Youth Service is properly supported by volunteers, including by developing volunteer role descriptions and putting in place appropriate role supervision to ensure volunteers are supported and recognised.
- Ensure there are strong and productive working relationships, good information flow and best practice sharing between the Youth Service and other Baytree Services.

GENERAL

- Support and work collaboratively with the CEO and the Senior Management Team.
- Perform other duties as may be reasonably required by the CEO/SMT.

STANDARDS & QUALITY

The jobholder will be expected to:

- Ensure implementation of best practice and procedures within the Youth Service to protect & safeguard children, young people & vulnerable adults.
- Carry out duties and responsibilities according to Baytree's equality, diversity & inclusion commitment.
- Carry out duties and responsibilities according to Baytree's Health & Safety Policy.
- Support and demonstrate the core principles and values of the Baytree Centre.
- Adhere to all Baytree Policies, working practices & procedures.
- Ensure all delivery meets the Matrix, London Youth Silver, and Investing in Volunteers quality standards.
- Undertake such professional duties as may be reasonably assigned by your Line Manager.
- Set a good example in terms of manner, attendance, punctuality and presentation.
- Maintain a clear enhanced DBS check.
- Positively participate in staff development, information, and other team days.
- Support and demonstrate the core principles & values of the Baytree Centre.

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE
<p>QUALIFICATIONS</p> <p>Educated to degree level – ideally Social Sciences; Education/Teaching or related field.</p>	<p>Essential</p>
<p>KNOWLEDGE & EXPERIENCE</p> <p>Experience managing, leading & delivering youth focussed projects.</p> <p>Understanding and experience of safeguarding and health and safety procedures and regulatory frameworks relevant to the delivery of youth services.</p> <p>Experience of delivering extra-curricular programmes within a community or school environment.</p> <p>Experience of building and nurturing strong and productive relationships, internally and externally.</p> <p>Highly organised with good written & verbal communication skills.</p> <p>Ability to understand and respond to requirements of funders</p> <p>Knowledge & understanding of other agencies involved in the delivery of services to young people.</p> <p>Local knowledge including an understanding of and empathy for challenges faced by local young people.</p>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable</p>



<p>A flexible, inclusive, and non-judgmental approach to people and work.</p>	<p>Essential</p>
<p>Good communication skills in Spanish, Portuguese, Somali, Arabic or another language widely spoken in Lambeth</p> <p>Strong data analysis skills (quantitative; qualitative and cost benefit) and ability to adapt provision accordingly</p>	<p>Desirable</p> <p>Essential</p>

KEY COMPETENCIES/BEHAVIOURS

SEEING THE BIGGER PICTURE

Understand the strategic drivers for your area of work. Align activities to contribute to wider organisational priorities. Remain alert to emerging issues and trends which might impact your work area. Seek out and share experiences to develop knowledge of the team's area. Understand how the strategies and activities of the team create value and meet the diverse needs of all stakeholders.

CHANGING & IMPROVING

Work with others to identify areas for improvement and simplify processes to use fewer resources. Use technology where possible to increase efficiency. Encourage ideas for change from a wide range of sources. Clearly explain the reasons for change to colleagues and how to implement them, supporting individuals with different needs to adapt to change. Encourage an environment where colleagues know that they can challenge decisions and issues safely. Take managed risks by fully considering the varied impacts changes could have on the diverse range of end users.

MAKING EFFECTIVE DECISIONS

Understand own level of responsibility and empower others to make decisions where appropriate. Analyse and use a range of relevant, credible information from internal and external sources to support decisions. Invite challenge and where appropriate involve others in decision making. Display confidence when making difficult decisions, even if they prove to be unpopular. Consult with others to ensure the potential impacts on end users have been considered. Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

LEADERSHIP

Ensure colleagues and stakeholders have a clear understanding of objectives, activities and time-frames. Take into account different individual needs, views, and ideas, championing inclusion and equality of opportunity for all. Consider the impacts of own and team's activities on stakeholders and end users. Role-model commitment and satisfaction with role. Recognise and praise the achievements of others to drive positivity within the team. Effectively manage conflict, misconduct and non-inclusive behaviour, raising with senior managers where appropriate.

COMMUNICATING & INFLUENCING

Communicate in a straightforward, honest and engaging manner, choosing appropriate styles to maximise understanding and impact. Encourage the use of different communication methods, including digital resources

and highlight the benefits, including ensuring cost effectiveness. Ensure communication has a clear purpose and takes into account people's individual needs. Share information as appropriate and check understanding. Show positivity and enthusiasm towards work, encouraging others to do the same. Ensure that important messages are communicated with colleagues and stakeholders respectfully, taking into consideration the diversity of interests.

WORKING TOGETHER

Encourage joined up team work within own team and across other groups. Establish professional relationships with a range of stakeholders. Collaborate with these to share information, resources and support. Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another. Put in place support for the wellbeing of individuals within the team, including consideration of your own needs. Make it clear to all team members that bullying, harassment and discrimination are unacceptable. Actively seek and consider input of people from diverse backgrounds and perspectives.

DEVELOPING SELF & OTHERS

Proactively Identify capability gaps for self and team. Ensure development objectives are set and achieved to address any gaps and enable delivery of current and future work. Take time to coach, mentor and develop other colleagues to support succession planning. Promote inclusiveness by respecting different personal needs in the team and use these to develop others. Reflect on own work, continuously seek and act on feedback to improve own and team's performance.

MANAGING A QUALITY SERVICE

Develop, implement, maintain and review systems and services to ensure delivery of professional excellence. Work with stakeholders to set priorities, objectives and timescales. Successfully deliver high quality outcomes that meet the users' needs and gives value for money. Identify risks and resolve issues efficiently. Involve a diverse range of colleagues, stakeholders and delivery partners in developing suggestions for improvements. Establish ways to find and respond to feedback from users about the services provided.

DELIVERING AT PACE

Show a positive approach to keeping the whole team's efforts focused on the top priorities. Promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation. Ensure the most appropriate resources are available for colleagues to use to do their job effectively. Regularly monitor your own and team's work against milestones ensuring individual needs are considered when setting tasks. Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance. Allow individuals the space and authority to meet objectives, providing additional support where necessary, whilst keeping overall responsibility.