

## SOUTHMEAD DEVELOPMENT TRUST

### Job Description

**Post:** Youth and Play Manager

**Job Purpose:** To lead the youth and play team at the Southmead Development Trust, developing and delivering a programme that empowers children, young people and their families to participate in their local community, delivering our priority to create opportunities for children and young people to thrive.

The Youth and Play Manager will ensure that the Southmead Adventure Playground (The Ranch) is a vibrant, well used and inclusive youth and play environment where young people and their families feel valued and young people's self-directed play and personal, social and emotional development is a priority.

**Responsible to:** Health and Wellbeing Team Leader

**Salary:** £31,000- £33,000

**Hours:** 37 hours a week, variety of days from Monday – Sunday, various shifts. Will be expected to deliver 3-5 sessions of youth and play open access per week. Flexibility to work part-time hours if requested.

### Roles and Responsibilities:

#### 1. Youth & Play – key duties

- To provide a safe, vibrant and inclusive youth and play environment where young people and their families feel valued and young people's self-directed play and personal, social and emotional development is a priority.
- To develop a programme of youth and play activity at The Ranch working to enhance opportunities available through additional opening hours, open access project work, outreach and detached work and partnership opportunities.
- Coordinate, manage and supervise a team of youth workers, play workers and volunteers.
- To keep informed of current legislation, regulations, local and national issues, and implement in daily youth and play practice as appropriate.



- To lead the overall framework of policies, session planning, risk assessments and evaluation tools to guide youth and play practice at The Ranch, to encourage continual improvement in the overall outcomes for children and young people. Establish and maintain positive relationships with young people, including agreeing limits for acceptable behaviour across all provision.
- To identify need for, and bring in, specialist support or advice to drive continual improvement at The Ranch (e.g. professional supervision, training, sports development, arts etc.).
- Identify emerging issues for individual young people and draw teams around, and advocate for, young people who would benefit from personalised programmes of support.
- Ensure all attendance, outcomes and young people's data is fully up to date and recorded.
- Work strategically across the Locality to co-ordinate and develop effective and efficient youth and play work provision.
- Offer and provide support and advocacy with and for young people through a variety of methods.

## **2. Project coordination and management**

- Work with colleagues to put in place systems for reporting, monitoring and evaluating, managing finances and overseeing the delivery of project outcomes.
- To contribute to The Ranch operations including safeguarding, risk-benefit analysis and implementation. To work with the facilities and operations team to support the maintenance of the site
- Develop and contribute to all policies and procedure relating to youth and play work and use of the Ranch site
- To lead, inspire and motivate the Youth and Play team (comprising of youth and play workers, volunteers, and specialist services), to achieve our strategic objectives as set out in the business plan.
- To line manage including all aspects of staff management such as managing performance, training, regular 1:1s, producing rotas and arranging cover where necessary.
- In conjunction with the Health and Wellbeing Manager, CEO and Finance Manager to set the Youth and Play team budget and be responsible for managing and achieving that budget
- Produce quarterly reports for the CEO and Board of Trustees.

## **3. Volunteering and community development**

- Develop the overall volunteer team at The Ranch, working with colleagues in Community Development and Operations on the recruitment, induction, supervision, motivation and training of volunteers.
- Develop youth volunteering and leadership opportunities, including opportunities to mentor others and participate in leadership or specialist training that reflects the interests and passions of young people
- To amplify young people's voices in our community by supporting local organisations to adopt youth participation practices when making decisions that affect young people.

- Work with the Community Development team to build community involvement of children and families across the Trust including through events, the family programme at the Greenway Centre, intergenerational work or other opportunities.
- Coordinate Ranch Steering Group meetings and support community ownership and involvement in the programme and site

#### **4. Relationship management and communications**

- To lead on the strategic relationships with key stakeholders, including schools and other youth-focused organisations, to ensure local young people are best supported from a network of local organisations and the programme at The Ranch is enhanced through partnership opportunities
- To work closely with the Children and Young People's Social Prescribing Manager to support synergy between each other's work.
- Actively identify and participate in relevant meetings, events and conferences to promote The Ranch
- Produce content, the support of the communications team, for social media, mail shots and other channels to promote and celebrate our youth and play programme within the local community and the city.

#### **5. Development and fundraising**

- To work with the Fundraisers and the Grants and Impacts Officer to secure grants and donations to support overall financial sustainability of the youth and play programme
- To work with children and families to identify, co-create and develop new projects working with colleagues including the Funding and Impact office to pursue funding opportunities for these projects
- To support the Customer Experience Manager to bring in new bookings and income streams to improve the financial sustainability of The Ranch
- To work with the CEO and SLT to facilitate the co-design of the overall youth and play strategy, community plan and business plan for The Ranch site, to ensure that we have a relevant and meaningful impact, working to enable all young people In Southmead to lead happy and healthy lives.

#### **General Duties:**

- To comply with all Southmead Development Trust's policies and procedures.
- To promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs
- To represent Southmead Development Trust's values at all times.
- To maintain a professional attitude and conduct at all times.
- Have a flexible approach to working which will include evenings and weekends.
- To participate in training, professional development and team meetings as required
- Any other duties as and when required

## Person Specification

<b>Post Title: Youth and Play Manager</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 3 or higher qualification working with young people - in youth work or a related field</li> </ul>	<ul style="list-style-type: none"> <li>Forest School qualifications</li> <li>Sports coaching qualification</li> <li>Play work qualification</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>3 years + experience of working with Children and Young People and the legislation and safeguarding responsibilities around this.</li> <li>Experience of managing and leading a team</li> <li>Experience of developing, designing, planning and delivering a range of community based youth or play programmes.</li> <li>Experience of enabling and empowering young people to explore, try new things and build their confidence, working in a strength-based way.</li> <li>Experience of liaising with other agencies and ability to engage and encourage colleagues across services and sectors to work together effectively</li> </ul>	<ul style="list-style-type: none"> <li>Experience of developing and contributing to strategic and operational plans.</li> </ul>	Application Form Interview
<b>Specific Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of and commitment Youth Work and/or Play Work principles</li> <li>Knowledge of, and commitment to, taking a community development approach to working with young people and families</li> </ul>	<ul style="list-style-type: none"> <li>Some practical/creative musical, craft or Forest School skills.</li> </ul>	Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> <li>• Able to establish and maintain positive relationships with young people, including agreeing limits for acceptable behaviour.</li> <li>• An understanding of the Health and Safety requirements for the post including Safeguarding, risk benefit assessments, data protection and confidentiality</li> <li>• Demonstrate a commitment to and understanding of the principles of equality, diversity and inclusion in a youth and play environment.</li> <li>• Excellent team worker with very strong communication skills and an ability to co-lead teams of Youth &amp; Play Workers and volunteers.</li> <li>• Ability to empathise with and support staff, children and young people within clear professional boundaries</li> <li>• Good numeracy, literacy and IT skills in order to carry out administration duties, e.g. report writing, project proposals, managing data systems, financial transactions etc.</li> <li>• Comprehensive knowledge and understanding of full range of issues facing children, young people and/ or families (mental health, housing etc.).</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Creative and ideas driven, with genuine passion, empathy and desire to improve the wellbeing of Children, young people and families</li> <li>• The flexibility to travel locally and work outside of core office hours</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Southmead</li> </ul>	Application Form Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> <li>• Ability to work independently and proactively to solve problems</li> <li>• Demonstrates commitment to continual professional development and personal drive for excellence</li> <li>• Team player with flexible approach to work and willingness to work outside office hours</li> <li>• To act as a positive role model to others within the organisation and stay calm under pressure</li> <li>• A willingness to undertake any other duties that contribute to achieve the organisational strategic goals</li> <li>• Commitment to the charitable objectives and values of Southmead Development Trust</li> </ul>		