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**Safe, Happy and Confident** **Programme Lead Job Description**

**£** **26989.00**  **per annum**

Full time (35 hours per week) Location: YCSA, 48 Darnley Street, Glasgow

**Purpose**

The Programme Lead is responsible for the management, development and delivery of the Safe, Happy and Confident programme funded by Comic Relief with KFC for two years.

Safe, Happy and Confident will work with Black and Minority Ethnic (BME) young people including refugees/asylum seekers, aged 16-25, experiencing homelessness or insecure housing and with BME young offenders/ ex-offenders / those at risk of offending.   
  
The aim is to provide a safe nurturing space and supports that can enable young people to develop and achieve their potential, reaching positive destinations such as a stable home, college or employment.  
  
Group activities will help overcome isolation, build skills and confidence and promote health and wellbeing - to include: music, photography, film, fun English language learning, in accordance with the young people’s needs/interests.

Young people will receive 1:1 mentoring and coaching support as and when needed. Practical supports will include accompanying young people to appointments as required e.g. to homeless services.

The Programme Lead will have the responsibility of providing strategic direction for the programme, with responsibilities for accurately reporting to funders in addition to monitoring and evaluation of the programme. The Programme Lead will be responsible for managing a small team, made up of a Development Worker, sessional staff and volunteers. The team will deliver intensive one to one support and group programmes. The Programme Lead will work closely with the YCSA Manager to seek appropriate funding for the development and continuation of the programme and to link the work with the development of YCSA’s strategic direction.

**Reports to:** YCSA Manager

**PVG Scheme:** The role requires individuals to join the Protecting Vulnerable Groups Scheme if not already a member. The post is subject to the Scheme Record accessed prior to the post commencing.

**Responsibilities**

* To develop the strategy for the delivery of Safe, Happy and Confident ‘s programmes and workshops
* To manage the workloads of the Safe, Happy and Confident team members, provide support and supervision
* To establish and manage the mentoring programme, recruiting, training and supporting volunteer mentors
* To set up effective monitoring and evaluation systems on an individual, project and programme level.
* To carry out development work with young people as part of Safe, Happy and Confident Team including group work and individual sessions.
* To develop partnerships with other services to increase progression routes into employment, training, further education or other opportunities
* To network with agencies, partners etc to ensure wider representation of YCSA and the voices of young people in agreement with Manager/Board
* Manage the Safe, Happy and Confident budget and identify opportunities to increase resources
* To create reports on the outcomes and outputs for the Safe, Happy and Confident Project for funders and YCSA board
* To liaise with appropriate funding bodies
* Liaise with the Manager around future funding opportunities for Safe, Happy and Confident
* To work with other teams within YCSA to ensure service users receive appropriate support
* To play a key role in the recruitment of staff and volunteers for Safe, Happy and Confident
* Understand and abide by the policies of the organisation including Health and Safety, Equal Opportunities, Confidentiality, and Protection of Children and Vulnerable Adults
* To undertake any other tasks appropriate to the role as requested by your line manager



**Safe, Happy and Confident** **Programme Lead Person Specification**

**PERSON SPECIFICATION**

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| **Experience, skills and knowledge sought** | **Essential** | **Desirable** |
| Qualifications/  Documentation | * PVG for working with   young people will be  required   * Qualified to degree level in a relevant area or significant relevant experience | * Qualification in Youth or   Community Work   * Educated to degree level * Clean full driver’s license * D1 minibus license |
| Knowledge and Experience | * At least two year’s experience in   the third sector of managing  staff and project development/  outcomes, including provision of  supervision and support to staff   * At least 2 year’s experience of   youthwork, particularly with those  who are vulnerable and/or  difficult to reach   * Experience of working with   people from BME backgrounds  including those for whom English is a  second language and an  understanding of complex needs  and barriers affecting BME young  people   * Experience of managing a budget * Experience of monitoring and   evaluating services, and their  impact on individuals through  a variety of methods and an  understanding of evaluation  concepts and terminology   * Experience of preparing reports from qualitative and quantitative data * Experience of developing partnerships within a wide range of organisations and service providers * Experience of producing funding applications * Awareness of the needs and responsibilities of the Data Protection, Equalities and Child Protection/Vulnerable Adults legislation * Excellent understanding of confidentiality and professional boundaries | * Knowledge of Scottish Government policies in relation to young people and BME communities * Experience in giving presentations * Experience of creating action plans * Experience of designing marketing materials and using different marketing channels to reach new audiences/increase breadth of referrals * Knowledge and experience of conducting community consultation/research * Experience of supporting volunteers * Knowledge of organisations and services supporting increased employment opportunities for young people * Experience of mentoring young people |
| Personal Skills, Values and Attitudes | * Excellent planning and organisation   skills, including ability to prioritise,  review and work under pressure  to specific timescales and  targets   * Ability to handle difficult situations appropriately and sensitively, using   formal procedures as appropriate   * Excellent written verbal and inter-   personal communication skills, and  ability to adapt communication  methods to suit appropriate groups   * Ability to develop creative resources and group work projects including planning resources to work with identified and varied needs of young people * Excellent time management skills including the ability to keep track of several projects at once, prioritise tasks and see tasks through to a timely completion * A non-judgmental outlook with the ability to handle difficult situations with sensitivity * Commitment to Inclusion, Equalities, Equal Opportunities and Anti-Discriminatory practice * Proficient in ICT (MS Office, internet, email, databases, marketing via social media | * Ability to communicate in a language commonly spoken in Scotland by BME communities * Proficient in using creative software (Adobe Photoshop, Premiere) |