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**Young People Future Possibilities 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 Young People Future Possibilities programme funded by BBC Children In Need/ Robertson Trust.

Young People Future Possibilities aims to support and empower young people from BME backgrounds aged 10 - 18 to become active and valued members of society. To develop and deliver a high quality service which provides individual, person-centred and group support delivering positive opportunities, increasing skills and supporting young people to have a greater sense of pride in themselves. To ensure service outputs are delivered effectively and outcomes achieved. To develop and maintain partnerships with key local and national stakeholders. To plan and develop activities and manage sessional staff and volunteers involved in service delivery

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 sessional staff and volunteers. The team will deliver one to one support and group programmes.

**Reports to:** YCSA Executive Lead

**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 Young People Future Possibilities programmes and workshops
* To manage the workloads of the Young People Future Possibilities team members, provide support and supervision
* 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 Young People Future Possibilities Team including group work and individual sessions.
* To develop partnerships with other services to increase progression routes into 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 Young People Future Possibilities budget and identify opportunities to increase resources
* To create reports on the outcomes and outputs for the Young People Future Possibilities Project for funders and YCSA board
* To liaise with appropriate funding bodies
* Liaise with the Manager around future funding opportunities
* 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
* 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



**Young People Future Possibilities** **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 | * Experience in   the third sector of managing  staff and project development/ outcomes, including provision of supervision and support to staff   * 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 * Awareness of the needs and responsibilities of the Data Protection, Equalities and Child Protection/Vulnerable Adults legislation * Experience of supporting volunteers * Knowledge of organisations and services supporting increased employment opportunities for 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) * Experience of mentoring young people |