



YMCA Lurgan

Job Description

POST TITLE:	Youth Work Manager
RESPONSIBLE TO:	CEO
JOB PURPOSE	<p>The postholder will work alongside the CEO, youth work team and young people to deliver a relevant needs based youth provision with key focus on Centre based youth work. The postholder will have responsibility for the management and development of the youth programme which will involve managing the overall youth provision as well as planning and ensuring delivery of a number of youth programmes based on the agreed EA Target Action plan. Programmes will include Drop in youth club which operates 4 nights per week as well as agreed targeted programmes and an afternoon project. To facilitate this, the postholder will be required to work a maximum of 3 nights per week with occasional weekend residentials.</p> <p>In addition, the postholder will be part of the senior staff team at YMCA Lurgan and will assist with a range of organisational tasks and duties including promoting the mission, value base, aims and objectives of YMCA Lurgan and working collaboratively with other youth work agencies in the town.</p>
SALARY:	YMCA Scale H point 2 (currently £31,146) plus 3% pension contribution
HOURS:	37 hours per week - 3 evenings per week (max) with weekend residential commitments as required.
CONTRACT TERMS	<i>Funded by EA until 31st March 2026 (thereafter subject to continuation of EA grant aid)</i>



JOB PURPOSE

MAIN DUTIES AND RESPONSIBILITIES

1. **Managing and Developing a Range of Youth Programmes**

To work directly with young people by assessing their needs and providing an agreed programme of activities designed to meet those needs, in line with the Youth Service Curriculum for NI and Identified youth priorities.

To develop and ensure delivery of the Annual Service Delivery/Action Plan and contribute to YMCA Lurgan's overall Strategic Plan

Ensure the active participation of young people in all of YMCA Lurgan youth work provision and management.

In consultation with the Chief Executive, ensure that objectives and targets are achieved through implementation, monitoring and self evaluation of agreed work programmes.

Establish contact with, listen to, befriend, support and act as an advocate for young people

Promote and develop inter-community and outreach activities as appropriate

To be responsible to the Chief Executive for all management, administration and financial matters associated with the Youth Centre provision

To engage in appropriate fund raising related to YMCA Lurgan, including the writing of programme funding applications

To prepare an Youth Programme Annual Report (at the end of each financial year) in preparation for the AGM

2. **Developing Staff and Facilities at YMCA Lurgan**

Work with staff and volunteers to develop, implement, manage and evaluate the programmes of activities and services in line with the agreed priorities for YMCA

To be actively involved in the induction, motivation, supervision, development and



training of both youth centre part time staff and volunteers.

Manage and organise staff team to ensure the appropriate and effective deployment of staff across programme delivery

3. Working With Agencies to Develop Services across the community

Work with relevant agencies and youth providers in the Lurgan area to develop services within the centre and Lurgan town

4. Leading Project Development and Implementation within YMCA

In line with agreed priorities and delivery action plan, facilitate the delivery of agreed targeted projects within the centre

5. Management Responsibility for youth centre staff

To assume line management responsibility for the EA Funded youth work staff and volunteer team within the centre.

6. Other Responsibilities

To represent the organisation locally and nationally at YMCA Ireland and other external organisation events and training.

To hold the position of Designated Child Protection Officer at YMCA Lurgan

A flexible attitude to the provision of services will be encouraged. A creative and innovative ability will be required to meet the stated objectives. The Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

CLOSING DATE FOR APPLICATIONS IS : Tuesday 15th October 2024 at 5pm

INTERVIEWS WILL BE HELD Week Beginning : 28th October 2024

PLEASE READ THE FOLLOWING PERSON SPECIFICATION CAREFULLY



YMCA Lurgan Youth Work Manager - PERSON SPECIFICATION

Criteria for Applicants

Please note - It is essential that you fully describe in the application form how you meet each criteria sought. On the application form, please provide information against each relevant requirement, providing dates and ensuring that where requirements are time bound (e.g. 1 year within the last 3 years) you provide details that satisfy the requirement. It is not appropriate to simply list the various posts that you have held.

QUALIFICATIONS

Essential	Method of Assessment
Hold a professional degree in Youth Work	Shortlisting by Application form

EXPERIENCE

Essential	Method of Assessment
Minimum of two year's recent experience as a youth worker (within the past 5 years), which must include managing a youth project/programmes in line with agreed youth work outcomes	Shortlisting by Application form
At least 1 years experience of effectively managing a team of staff and/or volunteers	Shortlisting by Application form and Interview
Experience of being responsible for and managing budgets	Shortlisting by Application form and Interview



KNOWLEDGE and SKILLS

Essential	Method of Assessment
Excellent communication skills, verbal and written and experience of consulting with young people and other stakeholders	Interview
Demonstrable working knowledge of information technology systems (including cloud based IT software such as google) to develop and evaluate practice	Shortlisting by Application Form
Ability to record, report and articulate young people's progression and to support staff in identifying organisational impact on young people's lives.	Interview
Knowledge of issues affecting young people	Interview

PERSONAL QUALITIES/VALUES

Essential	Method of Assessment
Strong commitment and passion to working alongside young people using a strengths based approach to ensure better outcomes for them	Interview
Commitment to working within an Equal Opportunities, Inclusion and CRED Framework	Interview
Evidence of how your experience and approach to the role reflects YMCA Lurgan's vision, mission, values and guiding principles - which can be found here	Interview



DISCLOSURE OF CRIMINAL BACKGROUND and Access NI Information

YMCA Lurgan are committed to safeguarding children and young people and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. This post is **not** open to anyone who is included on the Children's Barred List.

The post also falls within the position of an 'excepted' position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us in the application, about all offences and convictions you have, including those considered 'spent', which are not protected. If you leave anything out it may affect your application. YMCA's policy on the Recruitment of Ex-Offenders is available on request. Our policy outlines YMCA's commitment to Equality of Opportunity and the procedures in place that explain why and how an Access NI Disclosure will be requested.

This information will be verified through an AccessNI Enhanced Disclosure Check (EDC) if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history (and, as the post is defined under regulated activity, if your name has been included in a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed. Access NI Checks will be processed through YMCA Ireland as the registered body for all local YMCA's in N Ireland.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

YMCA has a policy on the Storage, Handling, Usage, Retention and Disposal of Disclosure information. This policy outlines the procedures in place for storing, handling and disposing of information. Full details of this policy are available on request.

Having a criminal record will not necessarily debar you from working with the YMCA. This will depend on the nature of the position, together with the circumstances and background of your offence/s or other information contained on a disclosure certificate.

Please find information about Access NI Code of Practice on the following link:

[Access NI Code of Practice October 2020](#)



Further details in relation to legislative requirements can be accessed on the link:
[About AccessNI | Department of Justice](#)