

**Recruiting for the post of Youth Partnership Manager: this is for new North Kensington Youth Collective project whose founding members are Dalgarno Trust, Harrow Club, London Sports Trust and Rugby Portobello Trust (P3)**

Created to manage a programme of youth work activities in the area, North Kensington Youth Collective (NKYC) is seeking to employ the first NKYC Youth Partnership Manager to develop and coordinate a range of programme to be delivered from the North Hub on Lancaster Road and other locations in the area.

**Are you....**

- Passionate about empowering and enabling children and young people to thrive?
- Keen to lead on a new exciting project?
- Able to bring the best from children and young people so they get the most out of life?
- A self-motivated team player with great collaborative and communication skills?
- Able to work flexibly (weekday evenings/occasional weekend work)?
- Able to engage with a diverse group of stakeholders in a practical, energetic way with project management skills to deliver the project?

If you've answered **YES** to all of these questions, have a look at our job description and person specification, as you could be the person we're looking for.

To apply, please send your **CV (maximum 2 sides of A4)** with a **one page covering letter (please refer to the person specification when completing this task)** telling us why you are suitable for this role to the email address below:

**[info@dalgarnotrust.org.uk](mailto:info@dalgarnotrust.org.uk) by 12pm, Monday 7 September 2020.**

**The first-round interviews will take place via online video week commencing 14 September.**

If you would like an informal chat about the job, please email **[info@dalgarnotrust.org.uk](mailto:info@dalgarnotrust.org.uk)** with your phone number and a suitable time for us to call.



## **JOB DESCRIPTION**

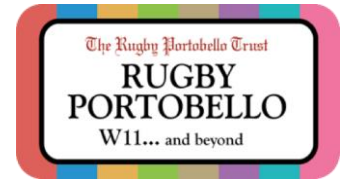
<b>POST:</b>	<b>NKYC Youth Partnership Manager</b>
<b>LOCATION:</b>	<b>North Kensington (various locations)</b>
<b>REPORTING TO:</b>	<b>Leadership of North Kensington Youth Collective</b>
<b>SALARY:</b>	<b>£32,000+ per annum</b>
<b>HOURS:</b>	<b>37.5 hours per week worked with some Saturday working required</b>
<b>HOLIDAYS:</b>	<b>25 days' holiday plus statutory days</b>
<b>DBS CHECK:</b>	<b>This post is subject to Child and Adult Workforce Regulations</b>

### **Main Purpose of the Job**

The North Kensington Youth Collective (NKYC) is a collaborative community based youth work partnership for children and young people (CYP) developed by four youth based organisations in North Kensington. The Youth Partnership Manager will report to and work alongside the nominated representatives from the Dalgarno Trust, The Harrow Club W10, London Sports Trust and Rugby Portobello Trust to deliver the collaborative youth offer for CYP in North Kensington

The NKYC has secured funding from the local authority (RBKC) and Kensington & Chelsea Foundation for an innovative 2 years (with likely one-year extension) project. The aim is to bring together CYP in North Kensington and empower them to shape the youth offer in North Kensington. This will include a timetable of term-time and holiday activities delivered from the North Hub (Lancaster Road), as well as other sites in North Kensington, and day trips and residentials outside of the area.

With a Youth Partnership Manager who has the experience and a track record to bring people together, the NKYC will have a positive impact on the lives of CYP in North Kensington.



## Summary of Duties and Responsibilities

### 1. Working directly with children and young people (CYP)

- Oversee the development, planning and delivery of an innovative range of informal education/youth work and sports based activities, 5/6 days a week during term time and the holidays. Targeting CYP aged 8-19 years old (up to 25 with SEN) at North Hub (Lancaster Road) and locations across North Kensington.

### 2. Managing and developing NKYC's youth offer across the partnership

- Work with NKYC leadership to develop the mission, vision, values, policies and procedures and effective communications.
- Using partnership/asset based community development models<sup>1</sup> and ensure CYP, staff and volunteers are engaged in this process.
- Participate in NKYC leadership monthly meetings, supervision, training, team development sessions and other meetings as required.

### 3. Leading, managing and developing staff and volunteers

- To have overall responsibility for the recruitment, induction, development, retention and co-ordination of sessional support workers and volunteers from the four partner youth organisations of NKYC and the local community to be available to work late nights, weekends, religious, bank and school holidays.
- Ensure staff and volunteers have the skills, training and support to deliver their services effectively and that, in doing so, they promote interdependence, wellbeing and best outcomes for CYP.
- Ensure staff and volunteers provide a safe, sound and supportive service to CYP, operating within the policies and procedures of the NKYC.
- Work within the framework of NKYC's equality and diversity policy at all times and rights of others by ensuring all services users, workers and volunteers are respected and valued as individuals.

### 4. Working with other agencies to develop services across the community

- Work closely with the RBKC Youth Hub Manager to ensure that the NKYC's youth offer meets the aims, objectives and requirements of the RBKC Youth Contract.
- Develop, promote and maintain excellent relationships with both internal teams and external agencies including local statutory and voluntary services and ensure

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<sup>1</sup> Community Based Universal Youth Work Strategy/Theory of Change

information about NKYC's youth offer and any activities organised is well publicised to promote effective referrals into and out of the services.

- Represent NKYC on local area, residents and neighbourhood forums in North Kensington and other community and council forums as required.

## **5. Contextual Safeguarding**

- To be the safeguarding lead for the partnership, ensuring compliance with the policies and procedures for hosting activities both at the North Youth Hub and off site.
- Ensure the NKYC's policies and procedures comply with 'Working Together to Safeguard Children' July 2018 and are in line with the national guidance and London Child Protection procedures under the auspices of the Local Safeguarding Children's Board (LSCB).
- Ensure there are Safer Recruitment procedures are in place including: DBS checks, barred list checks, prohibition checks, employment history, references, interview information and identity checks.

## **6. Health & Safety**

- Review, develop and monitor the formal service coordination, contextual safeguarding and risk assessment procedures for each location, ensuring compliance both on and off-site.
- Ensure all sites and venues are welcoming, safe and comfortable environments and are compliant with relevant legislative requirements including Health and Safety, Contextual Safeguarding, Data Protection, GDPR and Equalities Act 2010.
- Oversee the security, cleanliness and safety of premises and equipment used as part of the NKYC youth offer and maintain regular checks to ensure staff and participants are safe. Ensure adequate first aid is available at each location in the North Youth Hub.

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## **7. Undertake other responsibilities commensurate with post and responsibilities.**

- Carry out, as appropriate to the post, day to day tasks in the absence of sessional workers, to ensure a continuity of service to the people we support.
- Deal with complaints in accordance with agreed NKYC procedures
- On occasions, and in necessary circumstances, undertake work in other locations in order to ensure NKYC's obligations to funders, decision makers and CYP are fulfilled.
- Undertake all duties in accordance with all NKYC policies and relevant legislation and work towards their continuing development and implementation.

*The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your line manager.*

## PERSON SPECIFICATION

	Essential	Desirable
<p><b>Values - must be able to demonstrate the following values;</b></p> <ul style="list-style-type: none"> <li>• A commitment to involvement and empowerment of CYP</li> <li>• To remove as many barriers as possible and create opportunities for all CYP to access NKYC's youth offer (through the lens of: Intercultural Learning; Complex Trauma; Intersectionality and Equality of Opportunity)</li> <li>• To recognise and value all aspects of diversity</li> <li>• To have a 'can do' approach</li> <li>• To involve staff, volunteers and CYP in decision making, leadership and facilitation</li> <li>• A commitment to Continuous Professional Development for staff, volunteers and CYP</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Able to demonstrate experience of the following:</b></p> <ul style="list-style-type: none"> <li>• Working with vulnerable CYP to co-design innovative programmes and activities, including, SEND CYP, girls and young women, young carers, young care leavers etc</li> <li>• Managing staff and volunteers</li> <li>• Project Management</li> <li>• Stakeholder and Community Engagement (Outreach &amp; Inreach)</li> <li>• Partnership working across organisations/services</li> <li>• Outcomes Focused Performance Framework</li> <li>• Impact Measurement Tools</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

<p><b>Knowledge and Understanding of the following:</b></p> <ul style="list-style-type: none"> <li>● Funding context within which voluntary sector</li> <li>● The needs and the social &amp; political issues affecting CYP from a wide range of communities</li> <li>● Whole Systems Approach</li> <li>● RBKC Youth Work priority areas</li> <li>● CYP's Voice and Article 12 of the UN Convention on the Rights of the Child</li> <li>● YIF Open Access Youth Work Theory of Change (London Regional Impact Network)</li> <li>● Contextual Safeguarding</li> <li>● Anti-Discriminatory Practice</li> <li>● Health and Safety Legislation</li> <li>● GDPR and Data Sharing</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Qualifications and Accreditations:</b></p> <ul style="list-style-type: none"> <li>● A professional qualification in youth work, social work, teaching, youth justice, sports development or equivalent relevant qualification in another allied field</li> <li>● Enhanced current DBS</li> <li>● Safeguarding Certificate</li> <li>● Youth Mental Health First Aid, Emergency First Aid, MIDAS, Customer Service Certificates</li> <li>● A driving license</li> <li>● A commitment to personal and career development relevant to the post.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>