**THE BYTES PROJECT**

**JOB DESCRIPTION**

**JOB TITLE: Youth Support Manager (Exodus 500)**

**LOCATION: Regional (Northern Ireland). Based in Bytes Office.**

**DURATION: 12/06/2017 to 31/03/2019 (Extension subject to funding)**

**PURPOSE OF JOB:**

To manage the successful delivery of the outcomes of the Exodus 500 Project, the aims and objectives and the staff team. This project aims to support 500 young people (16-25) over three years, who are excluded or disadvantaged in the labour market and who experience multiple employment barriers in Belfast (60%), Derry/Londonderry (10%), Limavady (5%), Magherafelt (5%) and Lisburn (20%).

To deliver quality programmes to improve the employability of dis-engaged young people involving the development of personal progression plans which lead to education, training and employment opportunities.

This is a busy and challenging position that is internally and externally young person focused.

**PRINCIPAL ACCOUNTABILITIES**

1. To assist with recruit, induct, develop and support a team delivering front line, young person focused services, responding to identified need in a professional and timely manner.

2. To supervise the workload of the team, allocating team members to optimise service provision and administrative support across the project.

4. To monitor the changing needs of the project, liaising with internal and external stakeholders, to identify opportunities and areas for improvement, making recommendations for implementation to the satisfaction of all stakeholders.

5. To ensure that Development Officers understand and implement the Exodus 500 principles for service requests and effective delivery of quality services.

8. To implement and maintain child protection, health and safety, security of staff, equal opportunities, confidentially and data protection, customer service standards, financial procedures and all other organisational policies as appropriate ensuring their understanding and implementation by Development Officers, other team members and volunteers.

**KEY TASKS:**

* The Youth Support Manager is responsible for the daily staffing of the project, responding and providing solutions to any issues arising.
* The Youth Support Manager will supervise, coach and monitor a team of Development Officers, organising regular team meetings, and regular personal development meetings.
* To be responsible for developing links and relationships with local schools/colleges, community groups, other youth organisations and potential employers for supporting young people’s progression into workplaces.
* Work directly with young people; particularly those engaged in risk taking behaviour and assist in enabling them to develop a suitable range of personal, social and ICT skills by delivering informal accredited and non-accredited education through a range of teaching methods.
* The Youth Support Manager will work closely with the Senior Management Team to facilitate the effective implementation, monitoring and review of the Bytes curriculum, within a quality and young person focused framework.
* The Youth Support Manager will report to, and meet regularly with, the Director on operational developments and issues arising in the delivery of quality, young person focused services.
* To be responsible for co-ordination, develop and support of the Bytes Youth Forum.
* To be responsible for the development and optimal use of the project website.
* To seek funding for additional projects that will enhance the project.
* To monitor the finances of the project to ensure it says on budget and to ensure good financial control and that all financial procedures are followed.
* To provide reports as required on progress against outcomes for the funders of the project.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

**HOURS OF WORK**

The applicant will be flexible in their working hours and may be required to work evenings and weekends. The post holder will be required to work day, evening and night-time sessions at approx. 37.5 hours pw. This is subject to change depending on need.

**RESPONSIBLE TO:**

The Bytes Project Director

**ESSENTIAL CRITERIA**

The post-holder must

* L3 Youth Work/ Training Qualification Minimum:
  + OCN NI Level 3 Award in Youth Work Practice (QCF)
* L2 ICT Qualification Minimum:
  + L2 QCF Diploma or equivalent *(being GCSE Grade A-C)*
* GCSE English & Maths Grade A-C
* Have a minimum of 6 months experience of managing a similar youth project
* Have a minimum of 1 year full time (or 2 years 16+ hrs part time) experience of working with unattached 16-25 year olds in a youth work environment.
* Current clean driving licence and have access to a vehicle.

**For this post the applicant must:**

Hold a drivers licence and have access to a car (this can be waived in the case of an applicant whose disability prohibits driving, but who is able to organise suitable alternative arrangements which enable them to meet the duties of the post.)

**DESIRABLE CRITERIA**

* Experience of fundraising activities.
* Experience of working in partnerships within the community & voluntary sector.
* Experience of delivering personal development programmes.
* Experience of liaising with employers on youth work placements.

**EMPLOYMENT TERMS/CONDITIONS:**

The employee will have to undergo a six-month probationary period.

An appraisal will be carried out by the Director, and subject to funding.

# HOLIDAYS

25 days annual holidays and 12 statutory days, to apply during any 52-week period of employment. Fixed term periods apply. Holidays will be taken by arrangement with the Project Director.

# SALARY NJC Point 29 £25,440 pa