

Youth Programmes Manager

Post/ job Title: Youth Programmes Manager

Salary: £25000 per annum (2-year Contract)

Hours: 35hours per week

Pension: 4% employer contribution

Probation Period: 3 Months

Location: Active Horizons, Community Hub, Erith.

Accountable to: Director

Closing Date: 1 October 2022, Immediate Start

About Active Horizons

Active Horizons is an award-winning youth organisation set up to support the needs of young people mainly from the Black minority and ethnic community. Based in Erith, London Borough of Bexley but working with young people from

We are a growing, ambitious, and dynamic charity looking for someone to join us to ensure growth, success, and sustainability.

About the Role

Active Horizons is looking for an experienced and dedicated Youth Programmes Manager to oversee all youth work activities.

The role will involve managing a multi-strand programme, working closely with a diverse range of young people, community groups, multiple partners to deliver an ambitious youth activities programme, which could include educational workshops, arts activities, leadership development, social action, research, virtual activities and much more.

You will line manage youth workers, volunteers and interns.

Responsibilities

- Ensuring all programmes are delivered to the highest standard on time and within budget, through the production and delivery of a comprehensive schedule, operations strategy, and project plans.
- Manage project budgets, reporting to Active Horizons Director.
- Lead on reporting and evaluation, liaising with the Active Horizons, their partners, funders and independent evaluators.

- Attend Stakeholder management with local delivery partners including community organisations and groups, voluntary, community organisations.
- Lead on health & safety, safeguarding, risk assessments and commissions.
- Contribute to writing project briefs, contracts and agreements.
- Contribute to the project communications strategy including writing copy and press releases, collating visual content, managing print and distribution and web updates.
- Represent and report on the project at steering groups, project meetings and events
- You will take the lead on our campaigns, developing strategies.
- Plan, deliver and organise weekly youth activities such as trainings and workshops. Be able to collate data and information that helps build up the projects aims.
- You will address inequality, diversity, and inclusion, with the ability to inspire confidence in young people. Be able to understand youth work and community development principles, as a tool to achieve the aims.
- With proven organisation, communication, and interpersonal skills you will have the ability to work independently and to deliver activity to agreed timeframes.
- You will work with a range of stakeholders to achieve results and the ability to evaluate activities and demonstrate impact.
- You will be a great communicator and able to articulate issues affecting young people, on behalf of the young to audiences that might not have the awareness of issues that we work on.
- working young people in groups, and research to ensure our approach is meaningful and then collaborate closely with partners.
- Develop networks and partnerships to influence and build positive relationships, bringing people together.
- Develop and market promotional material for the campaigns.
- To work with local media to gain positive media coverage for issues relating to the experiences of young refugee and migrant communities

Diversity and Equal Opportunity

- Ensure that regular communications –both verbal and written – with service users are in an accessible and appropriate format.
- Work within a multi-disciplinary team with partner organisations, to ensure the service is equally promoted and accessible to all.

General

- Be fully conversant with all Active Horizons policies including Equality & Diversity and Health & Safety and ensure that policies are adhered to at all times.
- Protect and enhance the reputation of Active Horizons, presenting the organisation's in an appropriate and professional manner to stakeholders.

- Maintain accurate and appropriate records of all work undertaken with service users, and produce reports as needed .
- Work collaboratively with colleagues across Active Horizons: cross-referring service users, taking part in team meetings, organisational development, and being involved in Active Horizons wide events
- Work within Active Horizons' policies and procedures, and support the project co coordinator to review and develop service-specific policies and procedures as needed
- Attend regular supervision with the manager, and be willing to undertake training and professional development as needed.
- Maintain an awareness of legal and policy changes and good practice, as they affect young people and volunteers.

Person Specification

- Shares Active Horizons ethos & values.
- You will have some experience of working/volunteering in a community organising or campaigning environment. Or have lived experience of racism or discrimination.
- Be a good listener, able to build strong relationships and develop a strong strategic vision to make change happen.
- You are also an excellent communicator, with good influencing and negotiating skills, who will be comfortable representing us to a range of external stakeholders.
- Ability to research and interpret information and data relating to the causes and be able to use it to influence to decision makers.
- A team player with a 'can-do' attitude.
- You will be able to maintain the strictest confidence, especially when dealing with sensitive or confidential information.
- You will possess excellent social skills and be able to effectively engage with key stakeholders such as Young people, community members, funders, and partners to ensure their co-operation to achieve the best possible outcome.
- Experience of direct face to face work with refugee or migrant community organisations
- Ability to organise and run group sessions with community members including, planning and presenting.
- Effective policy engagement techniques for community groups at a local, regional and national level.
- Ability to identify and encourage potential in others. Aptitude for building good rapport with young people.

Desirable

- Experience of writing funding bids.

- Experience of procurement and negotiating commissioning contracts.
- Experience of creating and maintaining records that contain sensitive personal information.
- Experience using impact measurement tools.

We strongly advise you to research about the work of Active Horizons.

Safeguarding

You will be committed to safeguarding and promoting the welfare of children, young people, to respond proactively to any concerns. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

To Apply

Please complete the job application form at this link

<https://forms.gle/J2DcDUZLCZg52CuZ7>

Also, on our website www.activehorizons.org

Should you need to discuss anything in relation to this role you can contact Active Horizons Director, Yeukai Taruvinga at yeukai@activehorizons.org.uk

Your application should respond to points in the person specification to demonstrate your suitability for the role.

Closing date for applications: 1 October 2022.

Interview date: To Be Confirmed.

NB: Due to large numbers of applications we receive, we can not give feedback for unsuccessful applications.

How to Apply

**To apply for the post, complete job application here
and also, on our website www.activehorizons.org**