

# BURNLEY BOYS & GIRLS CLUB

## JOB DESCRIPTION



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| <b>Job Title:</b>       | Youth Work Manager  |
| <b>Contract Period:</b> | Initially 12 months (continuation subject to funding)   |
| <b>Probation:</b>       | The post is subject to a 6 month performance review.  |
| <b>Hours of work:</b>   | 24 hours per week (to include 3-4 evenings per week and some weekends)  |
| <b>Pay:</b>             | £22,000 - £24,000 (pro-rata) (depending on qualification/experience)  |
| <b>Annual leave:</b>    | 30 days inclusive of bank holidays (pro-rata)   |
| <b>Location:</b>        | Burnley Boys & Girls Club   |
| <b>Responsible to:</b>  | BBGC Management Committee   |
| <b>Responsible for:</b> | Youth Work Staff, Volunteers, Club Operations   |
| <b>Job purpose:</b>     | <p>The effective and efficient day to day operation, development and delivery of youth work from Burnley Boys &amp; Girls Club.</p> <p>To manage the youth centre and develop and deliver a professional programme of activities that meets the needs of young people in Burnley that promotes their personal social development.</p> <p>Face to face work with young people will constitute 60% of the role.</p> |

| <b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b> |  |
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| <b>Club Management</b>                          | <ul style="list-style-type: none"> <li>- To oversee the day to day operation of the centre, including health &amp; safety, risk management, security, maintenance and repair and ensure that all policies and procedures are appropriate and adhered to and take appropriate action or make recommendations when necessary</li> <li>- Maintain and update operational procedures as required.</li> <li>- Manage user groups – including hire agreements, contracts and lettings fees.</li> <li>- Ensure all licenses and insurances are in place, appropriate and reviewed annually.</li> <li>- Maintain an inventory of all equipment and resources and ensure equipment is safe to use and regularly maintained.</li> <li>- Ensure the building is safe to deliver work with young people</li> </ul> |
| <b>Youth Work Delivery:</b>                     | <ul style="list-style-type: none"> <li>- To acquire local knowledge and develop a meaningful dialogue with young people in the area, with the purpose of assessing their needs</li> <li>- Ensure the development of a diverse range of activities that meet the needs of young people from the local community</li> <li>- To develop and deliver a varied and viable programme of personal social development opportunities and activities in line with young people's needs.</li> <li>- To work in participation with young people to ensure their ideas contribute fully in the planning and delivery of sessions, projects and activities</li> </ul>  |
| <b>Networks / Partners:</b>                     | <ul style="list-style-type: none"> <li>- To develop effective working relationships with local and national statutory and voluntary organisations, including the police, local authority, LABGC and other local community groups that can support youth work delivery.</li> <li>- Maintain contact with all user groups to gain feedback on successes or developmental needs</li> </ul>  |
| <b>Marketing:</b>                               | <ul style="list-style-type: none"> <li>- To promote activity of the club especially the youth programme through social media, promotions, advertising and publicity.</li> </ul>  |
| <b>Human Resources:</b>                         | <ul style="list-style-type: none"> <li>- To assist the Management Committee in the recruitment of staff and trainees, to carry out inductions for new staff and monitor the work of youth club staff.</li> <li>- To ensure staff are appropriately qualified and to arrange and authorise any necessary staff cover that may be required.</li> <li>- To ensure that checks are carried out for all youth club staff in line with DBS policy</li> <li>- To line manage all club staff, volunteers, coaches, cleaners and associated duties including work patterns, staff timetables, rotas, annual leave, sick leave, etc.</li> </ul>  |

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| <b>Training &amp; Development:</b> | <ul style="list-style-type: none"> <li>- To be responsible for regularly assessing staff training needs accessing external training as required to ensure staff are trained to the appropriate level to carry out their duties.</li> </ul>  |
| <b>Administration:</b>             | <ul style="list-style-type: none"> <li>- To oversee the keeping of accurate and up to date records of club participants and other management information as required by the Management Committee.</li> <li>- To oversee all correspondence relating to the day to day operation of Burnley Boys and Girls Club dealing with enquiries of a confidential nature in a professional manner</li> <li>- Responsible for management and distribution of keys for buildings</li> <li>- Disseminate information to staff, colleagues and stakeholders</li> <li>- Monitor stocks of consumables and prepare orders as appropriate</li> <li>- Manage personnel files ensure all relevant paperwork is in place and sensitive information is kept secure and confidential</li> <li>- Maintain financial records including purchases, invoicing and petty cash</li> <li>- Ensure ICT systems are maintained via service and maintenance providers</li> <li>- Oversee the cleaning of the building to ensure H&amp;S standards are maintained</li> <li>- Assist with the carrying out of regular Health &amp; Safety and building checks</li> <li>- Maintain and update all electronic forms of communication including websites, social media, email, etc.</li> </ul> |
| <b>Health and Safety:</b>          | <ul style="list-style-type: none"> <li>- To ensure all activities and facilities are risk assessed where appropriate and reviewed and updated as and when necessary.</li> <li>- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>- To ensure that all policies are in line with the appropriate health and safety guidelines and take any action necessary to ensure these policies and procedures are adhered to.</li> <li>- To ensure regular health and safety audits are carried out and ensure that any areas of non-compliance are quickly rectified.</li> </ul>  |
| <b>Funding:</b>                    | <ul style="list-style-type: none"> <li>- To identifying new funding streams and draw up a procedure to manage and track existing funding streams.</li> <li>- To draw up reports for funders and where appropriate invite them to attend the centre.</li> </ul>  |
| <b>Finance:</b>                    | <ul style="list-style-type: none"> <li>- To assist in the drawing up of the annual budgets and to be responsible for the necessary financial controls to stay within the budget.</li> <li>- To oversee the reconciliation of income from the Club and to ensure financial procedures are followed.</li> </ul>   |
| <b>General:</b>                    | <ul style="list-style-type: none"> <li>- To carry out all work within an equal opportunities framework.</li> <li>- To promote anti discriminatory practice within the community and to challenge anti-social behaviour and attitudes.</li> <li>- To prepare and present reports, attend management meetings, staff meetings and programme workers' meetings as and when required.</li> <li>- To undertake other temporary duties consistent with the basic objectives and/or main duties of the post.</li> <li>- Face to face work will constitute approx. 60% of the role.</li> </ul>  |

Appointment is subject to a satisfactory DBS clearance and suitable references being received.

Burnley Boys & Girls Clubs is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.

All staff are required to conduct themselves in a professional manner and comply with the Clubs Policies and Procedures in relation to Data Protection, Information Security, Confidentiality and Child Protection & Safeguarding.

**BURNLEY BOYS & GIRLS CLUB**  
**PERSON SPECIFICATION**  
 Youth Work Manager



| <b>CRITERIA</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| <b>Experience</b>  |                  |                  |
| • At least three years' experience of working in a youth or community project or similar setting   | X                |                  |
| • At least two years' experience of building management and Health & Safety responsibilities       | X                |                  |
| • Experience of fundraising via events and funding applications                                    | X                |                  |
| • Ability to lead, teach or coach activities in areas such as arts, sports and exercise, ESOL etc. |                  | X                |
| • Experience of supporting and working with volunteers   |                  | X                |
| • Experience of programming a diverse range of activities for young people                         | X                |                  |
| <b>Qualifications &amp; Training</b>   |                  |                  |
| • Nationally qualified in youth and community work (or equivalent) Min Level 2                     | X                |                  |
| • Health & Safety Certificate  |                  | X                |
| • First Aid Certificate  |                  | X                |
| • Safeguarding Training  | X                |                  |
| • Level 2 in Literacy and Numeracy (GCSE level)  |                  | X                |
| • ICT training e.g. Databases, Excel, Word, PowerPoint   |                  | X                |
| <b>Skills &amp; Knowledge</b>  |                  |                  |
| • A professional understanding of youth work, including young people's development needs           | X                |                  |
| • Excellent understanding of the current issues facing young people on a day to day basis          | X                |                  |
| • An understanding of equal opportunities issues   | X                |                  |
| • An understanding of facility management and Health & Safety responsibilities                     | X                |                  |
| • An ability to work face to face with individuals and groups                                      | X                |                  |
| • An ability to work independently   | X                |                  |
| • An ability to care about and be sensitive to the community's needs                               | X                |                  |
| • An ability to work under pressure  | X                |                  |
| • Excellent communication skills both oral and written   | X                |                  |
| • Excellent organisational skills  | X                |                  |
| • Excellent interpersonal skills   | X                |                  |
| • Excellent ICT Skills and understanding of Microsoft office products word and excel               | X                |                  |
| • Confident in using Internet based applications and social media, e.g. Facebook, Twitter          | X                |                  |
| • Able to develop and implement new procedures to ensure effective working processes               | X                |                  |
| • Ability to manage own workload and exercise initiative   | X                |                  |
| • Working to deadlines and quality standards   | X                |                  |
| <b>Personal Qualities</b>  |                  |                  |
| • Customer service orientation   | X                |                  |
| • Integral team member   | X                |                  |
| • Friendly and professional manner   | X                |                  |
| • Committed, enthusiastic with a willingness to approach new ideas and styles without resistance   | X                |                  |
| • A commitment to undertake regular evening and occasional weekend work                            | X                |                  |
| • Current driving licence  |                  | X                |
| • Minibus driving experience (D1)  |                  | X                |