

# Job Title

Youth Service Manager

# Salary

£ 28,840 Full-Time (4 days / week)

Intercultural Youth Scotland operates with a 4-day week, which means that we consider a 32-hour work week to be full time. The position will include all statutory holiday and sick pay benefits, as well as standard pension contributions.

# Contract Length

August 2022 – March 2024

(all staff contracts are renewed annually from March 31st, dependent on funding.)

# Job Location

Home / Office (due to Covid, otherwise Edinburgh or Glasgow Office)

# Reports To

Executive Director

**Applications and questions to be emailed to recruitment@interculturalyouthscotland.org**

**Intercultural Youth Scotland**

Intercultural Youth Scotland (IYS) is Scotland’s major voice for Black and People of Colour (PoC) children and young people. Established three years ago as a small anti-racist youth work organisation, we have grown to a team of over 30 staff members – many of us Black and PoC young people ourselves. We aim to make IYS a community, a support and a champion for all Black and PoC children and young people in Scotland.

We centre anti-racism and the experiences of Black and PoC young people in schools, at work and in personal lives through our Mental Health Service and our Education, Restless Natives, and Youth Work programmes. Our governmental and sectoral advocacy is an extension of these priorities, and focuses on upending the entrenched inequalities and structural exclusion that have cut Black and PoC young people out of decision-making that shapes our lives. When IYS join these spaces of decision-making, we are often the only people present directly engaged and connected into the lives of Black and PoC young people. Our growing presence in Scotland emanates from this unique position – as both an advocacy organisation and a community organisation.

# Job Overview

We are looking for a creative and proactive person with a passion for antiracist change to join our team as our Youth Work Manager in Scotland's leading antiracist youth charity, we want our youth service to reflect our values.

To support the development and delivery of a strategic and operational approach in developing a universal, specialist and targeted youth work offer for young people across Scotland. To have strategic lead for youth support, planning, delivery, monitoring and evaluation of Youth Service.

# We’re looking for someone with…

* Lived experience of racialisation; identifying as Black or a person of colour.
* Passion for developing antiracist youth work service across Scotland
* Excellent organisational skills, time management and attention to detail.
* Excellent interpersonal skills, and the ability to communicate and coordinate effectively with colleagues across the IYS team.

# Responsibilities and Duties

* To strategically lead and manage youth work across the Borough including strategy development and youth outcomes framework.
* To develop co-operative and collaborative partnerships with other statutory and voluntary agencies who have a remit for work withyoung people
* To contribute to the cross-borough strategic plan for agencies working with young people.
* To take a lead on implementing and responding to local, regional and national developments and priorities regarding youth work.
* To lead on the preparation, implementation and review of the youth service plans, ensuring it links to wider objective, appropriate strategies and National Indicators where appropriate.
* To be responsible for the day to day managements of the youth service teams and associated budgets to include empowerment and participation, including The Block, Block Beats, DofE, TLC and performance opportunities and events.
* Adopt performance and development reviews of teams within your line of responsibility
* To maintain and monitor performance management including effectual financial and budgetary monitoring procedures
* To develop skills and capacity within teams within the youth
* Take lead management responsibility for our areas of work e.g. participation and empowerment, detached and outreach work.
* To take forward new initiatives and developments required to ensure the youth service meets the need of young people.
* To participate in and Influence cross directorate strategy and policy.
* To support the preparation of reports and documents as required for leadership
* To take lead responsibility for the Management and delivery of Accreditation programmes within youth service
* To ensure that the appropriate Service polices and procedures are implemented and monitored.
* To lead on the promotion and development of the Service locally, regionally and nationally.
* To work evenings and weekends as required, including residential work.
* To encourage and work with young people to arrange events, activities and training to develop their ability to fully participate in forums, events and consultation events as appropriate.
* Assist young people to develop an active role in the decision-making processes that affect their lives.
* To support the development of professional development of youth workers
* To ensure the delivery of a balanced programme across daytime, evening and weekends that will challenge, stimulate, and provide new learning opportunities for young people.
* To lead on the development and implementation of a curriculum for youth work and have the ability to develop, deliver and quality assure work with young people.
* A high level of drive, personal commitment and integrity.

**We value voluntary and paid experiences equally!** We understand that people have experiences and skills that can’t be captured in formal job experience or qualifications – no matter what your experience level, if you think you’d be a good fit for the job then please apply. We want to see what you’ve got!

**We particularly encourage dark-skinned people, migrants and people who experience multiple marginalities to apply!** At IYS, we believe that we need to be representative of the people we work with. Therefore, we aim for our staff team to

represent the multiple experiences of Black people and people of colour in Scotland. The young people with whom we work need to trust that our team understand their experience as well as possible.

# The post-holder may need to undergo a PVG check, with the support of our team. General Accountabilities

1. This post is subject to an Enhanced criminal record disclosure check. This will be applied for through the relevant disclosure body depending on the geographic location of the role.
2. Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the children and young people who come into contact with our services, or by appropriately reporting concerns about any child or young person.
3. To promote equality, inclusion, respect and fairness and where applicable to manage diversity in all areas of planning and service delivery, through an active involvement in implementing our equality and diversity policy.
4. To commit to IYS’ core aim of ‘keeping the child at the center’, and to promote and incorporate IYS’ Participation Strategy as appropriate to your role.
5. To be familiar with and comply with Health & Safety procedures and policy. In the event of any serious risk, take immediate action to reduce this risk and inform line management.
6. IYS operates within a constantly changing environment and as such work priorities and targets may change. Management reserves the right to make reasonable changes to the job purpose and accountabilities.
7. Such other duties that occasionally arise, which fall within the purpose of the post.
8. To work cross functionally with other departments and countries to ensure that IYS’ values and strategic objectives are achieved and maintained.

# Application Form

If you wish to be considered for one of our vacancies, please complete this application in full and return it by the specified closing date/time to [recruitment@interculturalyouthscotland.org](mailto:recruitment@interculturalyouthscotland.org) CVs will not be accepted. Please refer to the **job description** when you complete the personal statement section.

Please be aware that if there is a large volume of applications, Intercultural Youth Scotland may not inform candidates of the outcome of their application. If you have not heard from us within four weeks of the closing date, please assume that you have not been successful in your application.

Data Protection Notice: Intercultural Youth Scotland will use this information solely for the intended reason it was gathered. All copies, physical and electronic, will be destroyed six months after the closing date if the applicant is unsuccessful.

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| **Important** − **read carefully before submitting application**  I certify that all statements made by me in this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal. | |
| **Position applied for:** | |
| **1. Personal details:** | |
| First name: | Surname: |
| Address:  Postcode: | Tel (home): Tel (mobile): Email: |

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| **2. Employment history:** |

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| Name of current/most recent employer:  Address: | Dates employed: From:  To:  Present salary: Notice period: none |
| Position held: | |

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| Outline of main duties and responsibilities: | |
| Reason for leaving or considering leaving: | |
| **Previous employment:** | |
| Dates of employment: From/to: | Employer: |

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| Main duties/responsibilities: |

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| Reason for leaving: |  |
| Dates of employment: |  |
|  | Employer: |
| From/to: Job title: |  |
| Main duties/responsibilities: | |
| Reason for leaving: |  |
| Dates of employment: |  |
|  | Employer: |
| From/to: Job title: |  |
| Main duties/responsibilities: | |

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| Reason for leaving:  Dates of employment:  Employer:  From/to:  Job title: |
| Main duties/responsibilities: |
| Reason for leaving: |
| **3. Education** |
| **Further/Higher Education** |
| Institution’s name: |

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| Qualification | Subjects | Grade and year obtained |
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| **Further/Higher Education** | | |
| Institution’s Name: | | |
| Qualification | Subjects | Grade and year obtained |
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| **Secondary Education** | | |

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| Institution’s name: |

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| Qualification | | Subjects | Grade and year obtained | |
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| **Membership of professional bodies** | | | | |
| Name of  institu  tion | Description of membership | | | Date award ed |
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| **Specialised training (relevant to your application)** | | | | |
| Such as further study (private, postgraduate), Continuing Professional Development (CPD) - give any qualifications obtained and date of award | | | | |

# 4. Personal statement:

Use this section to show how your skills and experience **match the criteria indicated in the overview and responsibilities**. You should do this by **providing examples** to evidence how your **skills and experience** meet the job requirements. (Please limit this section to no more than 2 pages (of Arial 12pt font)

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| **5. Other information** |
| Please use this section to provide any additional information you feel is relevant to your application e.g., voluntary work, personal achievements, other interests |

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| **6. References** |
| Please provide us two professional references. One must be your current/most recent employer. We will not contact referees without seeking advance permission from the applicant. |
| **Employer’s name:**  Referee’s name:  Position:  Address:  Phone number:  Email:  Relation to applicant:  **Employer’s name:**  Referee’s name:  Position:  Address:  Phone number:  Email:  Relation to applicant: |

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| **7. Additional information:** (Delete as appropriate) |
| Do you have a full and current Driving Licence? |
| Do you require a Work Permit to work in the UK? |

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| *Please note our roles are subject to Disclosure Scotland clearance and you will be required to produce your certificate if you are appointed to the role or apply for such clearance prior to being confirmed in post.* |
| **How did you first become aware of this vacancy?** |