



Youth Programmes Manager

Location: Marlow and surrounding areas
Hours: 17 hours a week
Salary: £13,614 per annum (£32K FTE)
Contract type: Part-time, fixed-term contract for two years from date of employment
(There is the potential for an extension to the contract should further funding be obtained.)

About us

Brighter Futures Together is a Marlow-based not-for-profit organisation that runs innovative projects designed to boost children and young people's mental health and wellbeing. Our aim is to support children and young people to have brighter days filled with opportunity, empathy and hope. We achieve this by:

- Helping the youth sector by offering specialist consultancy, advice and training
- Delivering projects that directly support children and young people and those around them

We are a small but mighty team with a passion for making a difference. Between us, we have extensive experience of the youth sector. We know from first-hand experience the amazing positive impact youth work projects can have – especially if children and young people are involved in steering them – and that is what drives us. The scope of our work ranges from national to regional (Thames Valley) to local (Marlow area).

The post will directly contribute to our ability to provide a youth offer to support emotional wellbeing and positive mental health outcomes across Marlow and the surrounding areas. The delivery will include a range of outreach and centre-based youth work, targeted projects (group sessions) with young people aged 11–18 years. The activities will include evening sessions, occasional weekends and daytime during school holidays.

About the role

This is an exciting new role, and you will have the opportunity to develop a range of programmes and interventions working with the local community to design a local offer and vibrant youth offer building on some of our existing projects. The role is a mixture of operational delivery – including face-to-face delivery, project development and community engagement.

As our Youth Programmes Manager, you will play a vital role in creating a safe, supportive and engaging environment for young people. You will be responsible for overseeing the day-to-day operations of youth sessions and projects, implementing a range of programmes and activities that

promote young people's personal development, social interaction, positive engagement and wellbeing. Your commitment to fostering a sense of belonging and providing mentorship to young individuals coupled with community development will be critical to the success of this role.

To be successful in this post you will be an experienced youth practitioner who is also a skilled networker and an inspirational role model for young people and colleagues and someone who can thrive in a fast-paced environment surrounded by people with a positive, 'can-do' attitude. You will also be highly skilled in project coordination/programme management and community engagement and possess a range of skills that covers both technical and managerial requirements.

Key responsibilities – the things you will do

1. Programme management and operational matters

- Lead, develop and oversee the planning and implementation of a relevant, participative and engaging youth work programme that is needs led and person centred.
- Ensure that an innovative, creative and fun programme is delivered to address to the personal, social, physical and civic development of young people in line with our overall aims to boost young people's wellbeing and mental health.
- Demonstrate clear and hands-on leadership to ensure high standards of youth work, session delivery and behaviour management.
- Contribute to the appointment of volunteers and sessional staff and lead a small team of sessional staff and volunteers and two part-time staff, providing direction, support and regular feedback through supervision, de-briefs, planning and facilitation of regular team meetings.
- Ensure regular review and evaluation of the programme to capture outcomes and positive impact and to ensure that overall and programme participation targets are consistently met, for example attendance targets and outcomes targets for funded projects.
- Manage budgets as required, including monitoring and reporting on spending.
- Ensure the offer is well communicated to all young people and the local community using a variety of communication methods, including face to face, social media and print-based media.
- Comply with all policies and procedures with reference to safeguarding, codes of conduct, health and safety, risk assessments and equality and diversity to ensure all activities are inclusive and accessible.
- Enable young people to deliver community fundraising opportunities to increase budgets.
- Work with the Directors to support any major funding opportunities, including local sponsorship opportunities.

2. Youth and family engagement and support

- Actively develop a timetable of enriching youth work activities for teens at Marlow Youth and Community Centre and within our other projects and delivery.
- Establish positive relationships with young people and create a safe and inclusive atmosphere where they feel valued and supported.
- Provide guidance, mentorship and advocacy for young individuals, helping them navigate challenges and make positive life choices.
- Conduct one-to-one sessions and group discussions to address individual and group concerns or issues.

- Support young people to understand distance travelled, promoting opportunities for accreditation for young people to support and celebrate their learning and achievements.
- Liaise and build with families and professionals to enable us to best support their young people to engage with and join in our activities.
- Ensure that young people and their ideas contribute fully to the planning and delivery of all activities across our projects.
- Be knowledgeable of local support organisations to refer/signpost young people with significant complex needs.

3. Community engagement

- Seek to be a consistent positive presence within the community.
- Build partnerships and maintain positive relationships with local organisations, schools and community stakeholders to enhance the resources available to young people.
- Collaborate with community members to organise events, workshops and initiatives that promote youth participation and community cohesion.
- Represent BFT at community meetings, conferences and events to advocate for youth-related issues and promote our work.

4. Administration and reporting

- Maintain accurate records of attendance, programme participation, individual progress and any safeguarding concerns.
- Prepare regular reports, statistics and evaluations to measure the impact and effectiveness of youth programmes and activities.
- Ensure compliance with relevant policies, procedures and regulations governing work with young people.

Person Specification – the skills, experience and knowledge you need

Experience and knowledge	Essential	Desirable
A minimum of three years' experience of delivering face-to-face youth and/or community work and a similar length of relevant management experience	X	
A successful record of developing community organisations and supporting the implementation of strategic plans		X
Experience of project management, including monitoring and evaluation of projects and management of budget	X	
Expertise in community development		X
Understanding of working within all legislation, including health and safety, confidentiality, data protection and safeguarding and equality frameworks	X	
JNC Professionally qualified Youth Worker with Bachelor's degree or equivalent in a related field (e.g., social work, youth development, community development, mental health, education) or equivalent practical experience	X	
Strong understanding of youth development principles, best practices and youth voice	X	
Knowledge and awareness of issues affecting young people, including safeguarding	X	
Skills and attributes		
Excellent communication skills, both verbal and written, relationship building, negotiation and interpersonal skills	X	
Ability to relate to young people from all backgrounds	X	
Effective people management and coaching skills	X	
Ability to both lead a team and work as a team member	X	
Self-motivated and able to work to multiple deadlines, remaining calm under pressure	X	
Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results	X	
Ability to be non-judgemental and open-minded	X	
Ability to care about and be sensitive to individuals and the community	X	
Can be flexible to meet the needs of young people	X	

Other		
A full UK Driving Licence and ability to travel	X	
Willingness to work flexible hours, including evenings and weekends to meet operational needs of the project		

What you can expect from Brighter Futures Together

You will be working in an evolving and dynamic team, with highly skilled, motivated and committed volunteers and staff team, making a real difference to young people.

You will be provided with regular supervision and given the opportunity build your skills and identify professional development targets. Full induction and training will be provided, including safeguarding.

How to apply

- Complete the job application and return to hello@brighterfuturestogether.org.uk
- Please submit your application by Thursday 5 December midday
- Interviews will take place on Monday 9th December in Marlow

Additional information

There are checks that Brighter Futures Together must do by law before you can start this role:

- An Enhanced Disclosure and Barring Service (DBS) check with a Children’s Barred List check. A DBS check gives us information about your criminal record.
- Obtain two references from people who can tell us what skills, knowledge and experience they think you can bring to the job.
- ‘Right to work’ to make ensure that you can legally work in the UK.

Other terms and conditions

Hours of work	Your normal hours of work are 17 hours each week excluding a daily lunch break and travel to and from the main place of work. You may be required to travel to carry out your duties at other locations as may be required for the proper performance of your duties. Travelling expenses will be restricted to mileage or public transport only.
Your place of work	Marlow Youth and Community Centre and other local venues as agreed. You may be required to travel to carry out your duties at other locations as may be required for the proper performance of your duties.
Holidays	25 days per annum plus English Bank Holidays. A pro-rata entitlement is calculated for part-time workers in each holiday year (which runs from the 1 st January to 31 st December).
Training	Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our appraisal process.