



Brighton Youth Centre

BRIGHTON YOUTH CENTRE – YOUTH WORK MANAGER

Role: Youth Work Manager

Reports to: Mike Roe, CEO

Contract type: Permanent

Location: Brighton Youth Centre, central Brighton (on site)

Hours: 37.5 per week

Practical requirements: Flexible hours including weekends and evenings

Salary: £32,000 - £35,000

Job Purpose: Support and manage the Youth Work team to provide the Youth Work Programme including planning, face to face delivery, funding and safeguarding. Report and agree delivery plans with CEO. Ensure staff meetings, supervision and training take place and that recording, evaluation and reporting are in place.

We are looking for an efficient youth work leader; someone who is willing to get stuck in and join our warm and enthusiastic team. Importantly, we are looking for someone who can demonstrate they are passionate about wanting to support and work with young people along with sharing their expertise and knowledge alongside the CEO with the wider team.



ABOUT BRIGHTON YOUTH CENTRE (BYC)

Established in 1917, Brighton Youth Centre (BYC) is one of Brighton & Hove's longest-running and best-used youth services. It's a thriving hub of activity, providing a central space for the city's youth work and attracting over 1,500 young people every year. It is a city-wide resource for youth from every ward to access its services. Notably, it effectively engages older teenagers: 57% of our young people are 16+.



Brighton Youth Centre

As a team, we're proud of the young people we work with and support, and we're continually impressed by the contributions they make to their local community through the activities at BYC every day. Projects such as B.fest, Brighton's biggest youth-led festival, facilities like Brighton's only indoor skateboard park, and the connections we offer to other services, including mental health, LGBTQI+ and refugee support, make BYC a very special and unique space in the heart of the city.

Supporting Young People & Working in Partnership

BYC is a safe space where all young people have the freedom to be themselves, come together, learn from each other and challenge themselves to make a difference in their own lives and the lives of their community. We place their voices, aspirations and concerns at the heart of everything we do because we believe all children and young people deserve to be taken seriously. We work with over 20 partner organisations and projects who currently use the centre as their base, including specialist services for young people who are care experienced, on the autistic spectrum, LGBTQI+, asylum seekers, experience mental ill health or homelessness, such as Brighton & Hove Pupil Referral Unit, Allsorts Youth Project, YMCA DownsLink and Mascot; and youth arts and creative industries organisations like South East Dance, BlockBuilders, Miss Represented and Art In Mind.

Together, we provide:

1. A platform for young people's voices

Our work starts from young people's perspectives, focusing on their needs and agendas. We believe young people are not just adults-in-waiting but individuals in their own rights with hopes, concerns and aspirations which deserve to be taken seriously and provide a safe and supportive environment for them to express themselves and explore ideas they find challenging or exciting.

2. Increased participation and community cohesion

We firmly believe that young people are not just individuals needing education but have plenty to offer as educators themselves. Our building and activities provide a space for young people to come together, emphasising teamwork and collaboration and supporting young people to learn from one another.

Equality, diversity, and inclusion are embedded in our activities. There is a racial, social and cultural mix within the groups, and we take every opportunity to promote learning and



Brighton Youth Centre

understanding of themselves and others, providing an invaluable space for young people to explore and celebrate the rich mix of their different stories, experiences and ideas about the world.

3. Support young people to make a difference in their own lives.

We work with a wide range of young people, including those with disabilities, young carers, young offenders, young parents and homeless young people. We encourage them to take ownership of all centre aspects and engage in the city's life. Young people are closely involved in shaping our programme, and every year, they organise B.fest, Brighton's youth arts festival.



OUR CAPITAL REBUILD PROJECT

Our biggest project over the next few years will be to rejuvenate our building. After decades of service, it is now vital that we can sustain and grow amazing spaces and services to provide a state-of-the-art youth hub for the young people of Brighton and Hove.

This investment will:

- Improve the health & well-being of local young people, providing new facilities for young people to come together, socialise and access vital services, including counselling and healthcare.
- Empower young people to be active in their communities, providing a city-wide hub for youth-led activity and community engagement in Brighton & Hove.
- Equip young people in the city with skills for life and work, delivering a holistic, joined-up programme of personal, educational and creative development opportunities and pathways to employment for young people who may not otherwise access them.



Brighton Youth Centre

The investment will transform youth work in the city, providing a city-wide hub supporting 2,500–3,500 young people each year.

Brighton & Hove is home to 45,000 young people aged 5-19, while the rest of East Sussex houses 86,900. It is also one of the most deprived areas in the South East, with more than one in ten children aged under 16 living in poverty, a higher concentration of young people in care than both the South East and the rest of England and a higher incidence of poor mental health than in the rest of the country, with a higher proportion of young people admitted to hospital for self-harm.

Young people in Brighton need safe and welcoming environments where they can access regular, free support as and how they need it. They need spaces that are theirs, where they can connect with other young people and youth workers on their terms to improve wellbeing, develop interpersonal skills, grow in confidence, explore their identity and find a voice, influence and place in their communities.

The city needs a central hub for youth services to support a city-wide coordinated youth offer, collaboration and joint working for youth services in the city and expanded access for young people across the city. It needs an accessible, inclusive and welcoming space which brings projects, organisations and services together and creates pathways to receiving help from services that would otherwise be inaccessible to many young people who see the usual routes to help as not for them.

OUR FUNDRAISING PLANS & FINANCES

We plan to rebuild BYC to be a place for young people seven days a week for the next 50 years and beyond to ensure that the building is fully accessible and environmentally sustainable and can provide the best staff, services, facilities, and programme delivery for our young people.

JOB DESCRIPTION – YOUTH WORK MANAGER

Job Purpose: Support and manage the Youth Work team to provide the Youth Work Programme including planning, face to face delivery, funding and safeguarding. Report and agree delivery plans with CEO. Ensure staff meetings, supervision and training take place



Brighton Youth Centre

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Principal Responsibilities and Duties

1. Ensure the delivery and development of the Youth Work programme through supporting staff and direct delivery.
2. Develop and agree a delivery plan and budget with the staff team and young people and review the plan regularly.
3. Ensure that all delivery is recorded and evaluated in line with procedures.
4. Recruit, supervise and support volunteers and staff as required including team meetings.
5. Work with the Fundraiser and CEO to identify grants and funding needs and complete applications.
6. Ensure that reports are available as required by CEO and funders.
7. Ensure that all activities are properly risked assessed and follow BYC policy including safeguarding and equality and diversity
8. Ensure that budgets are agreed, expenditure and followed for specific areas of work.
9. Ensure that hours worked are recorded in liaison with the operations manager
10. To undertake training and attend supervision, staff meetings and external meetings.
11. Any other duties which are in line with the grade and general level of responsibility of the post.

Your duties will be as set out in the above, but please note that BYC reserves the right to update your job description occasionally to reflect changes in or to your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment, you may be required to undertake various other duties as may reasonably be required.

Essential Criteria

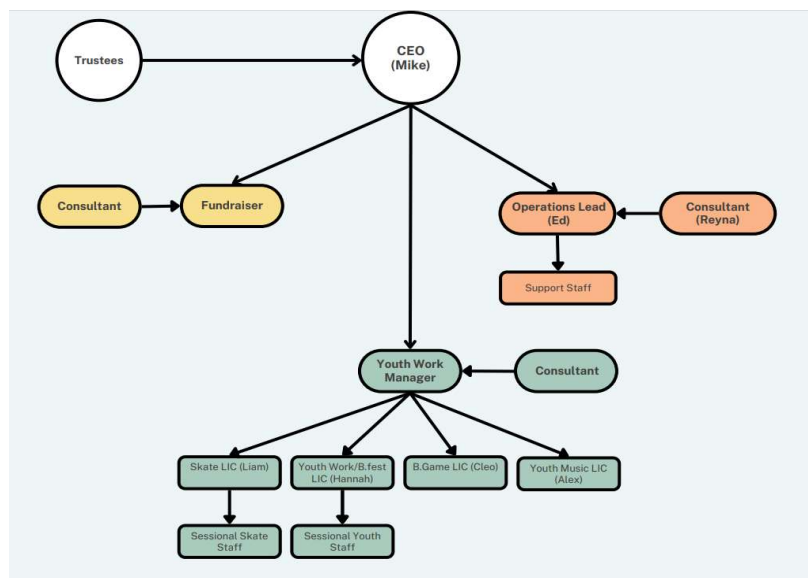
Qualifications and Experience

- Level 3 JNC qualified or relevant youth work qualification and experience.
- Experience of working with young people in youth work settings.
- Experience of developing Youth Work programmes
- Experience of managing staff teams.

Skills and Abilities

- Excellent communication skills, with the ability to establish and maintain positive relationships with staff, volunteers, partner organisations and young people.
- Good organisational, planning, writing, budgeting and administration skills.
- Understanding and experience of monitoring and evaluation in a youth work setting.
- Politically and creatively aware with a good understanding of Youth Work principals.
- Able to challenge, support and reflect appropriately and effectively.
- Ability to prioritise effectively and enjoy multi-tasking in a busy environment
- A clear understanding of the safeguarding young people and how to maintain appropriate professional boundaries in a Youth Work setting.
- A good understanding of equality and diversity issues with the ability to challenge discriminatory behaviour.

Organisational Chart



How to apply:

Please send a thorough cover letter addressing all aspects of the Job Description along with your CV to office@brightonyouthcentre.org.uk

Closing Date & Time: The application deadline is 9 am on Monday, 19th February 2024.

Interviews: Thursday, 22nd February 2024, we anticipate from 3 pm - 7 pm. This is to ensure young people are involved in the process. There will be up to 2 hours of interviewing with an



Brighton Youth Centre

in-person panel interview (45 mins), a written test and meeting a young person involved with BYC. Please let us know when you submit your application if you have any issues with the interview date and time.

Contact

You should find the necessary information in this pack and on our website -

[Brighton Youth Centre](#), where you will discover more about who we are and what we do.

However, if you want an informal discussion before applying, please call the office on 01273 681368.

We look forward to receiving your application.