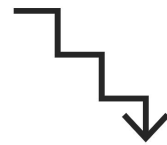


# Youth Work Manager

Job information pack



<b>Job title</b>	Youth Work Manager
<b>Contract type</b>	Permanent
<b>Location</b>	Brighton Youth Centre, central Brighton (on site)
<b>Hours</b>	Full time, 37.5 hours per week – flexible hours, including evenings and weekends work
<b>Salary</b>	£32,000 – £35,000
<b>Reports to</b>	CEO
<b>Closing date</b>	TBC

# Are you a qualified and experienced Youth Worker passionate about supporting the lives of young people?

Brighton Youth Centre has an exciting opportunity to lead our Youth Work team, empowering over 1,500 amazing young people through our thriving hub and scheme of activities and support services. If you're a capable team leader with experience working with 13-19-year-olds, we'd love to hear from you.

## About us

Brighton Youth Centre (BYC) has been at the heart of youth work in Brighton & Hove since 1917. It's one of the city's longest-running youth services, and today it's a lively, welcoming space used by over 1,500 young people each year. More than half of those who come through our doors are aged 16 and over, making BYC especially important for older teenagers.

We're constantly inspired by the young people we work with. From B.fest, Brighton's biggest youth-led festival, to the city's only indoor skatepark, BYC is a place where young people can be themselves, try new things, and feel part of something bigger. We also work closely with partners to make sure support is there when it's needed, whether that's for mental health, LGBTQI+ services, or refugee support.

Right now, we're at a really exciting point in our journey. Thanks to a £7.3 million investment, BYC is undergoing a full rebuild—set to reopen in September 2025. The new centre will be bigger, better, and ready to meet the needs of future generations with modern, purpose-built spaces designed for youth work to thrive.

To find out more about our projects and hear directly from the young people we work with, watch the B.Fest 2023 Trailer on YouTube [here](#). We're now looking for passionate, committed people to join us. If you're interested to learn more please read this job pack and apply!



# Youth Work Manager

## Role summary

We're looking for a passionate and experienced Youth Work Manager to lead our Youth Work programme and team of youth workers and volunteers.

Working closely with the CEO, you'll take the lead on creating and delivering our full Youth Work programme. This includes overseeing a varied schedule of youth clubs, sports sessions, and events, while also planning and delivering sessions yourself. You'll ensure all work is in line with agreed delivery plans, and you'll regularly report progress back to the CEO.

A key part of your role will be supporting and managing youth workers and volunteers, making sure they're well equipped and confident in their roles. You'll organise regular team meetings, supervision sessions, and training opportunities, and ensure that all activities are properly recorded, evaluated, and reported.

You'll be responsible for making sure safeguarding policies and procedures are implemented effectively across the programme. You'll also contribute to fundraising efforts, helping to secure the resources needed to keep our work going strong.

## Key responsibilities

- Lead and support the delivery of our Youth Work programme, including both direct delivery and staff support.
- Oversee the day-to-day running of the programme, acting as project manager to ensure smooth delivery.
- Work with staff and young people to develop a clear delivery plan and budget, reviewing both regularly to keep the programme on track.
- Make sure all sessions and activities are properly recorded and evaluated in line with our procedures.
- Recruit, supervise, and support staff and volunteers, and lead regular team meetings to keep everyone connected and informed.
- Ensure accurate and timely reporting for the CEO and funders as needed.
- Make sure all activities are risk assessed and comply with BYC policies — including safeguarding, equality, and diversity.

- Monitor budgets and ensure spending stays within agreed limits for each area of work.
- Keep accurate records of hours worked, in collaboration with the Operations Manager.
- Provide line management and ongoing support to the Youth Work Team.
- Take part in relevant training, supervision, staff meetings, and external meetings.
- Carry out any other duties that are appropriate to the role and level of responsibility.

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.

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.

## Essential qualifications & experience

- Level 3 JNC qualification, or equivalent youth work qualification.
- Experience in working with young people aged 13–19 in youth work settings.
- Proven ability to manage projects, including overseeing staff teams and volunteers.
- Skilled in designing and delivering engaging and impactful youth work programmes.

## Essential skills & abilities

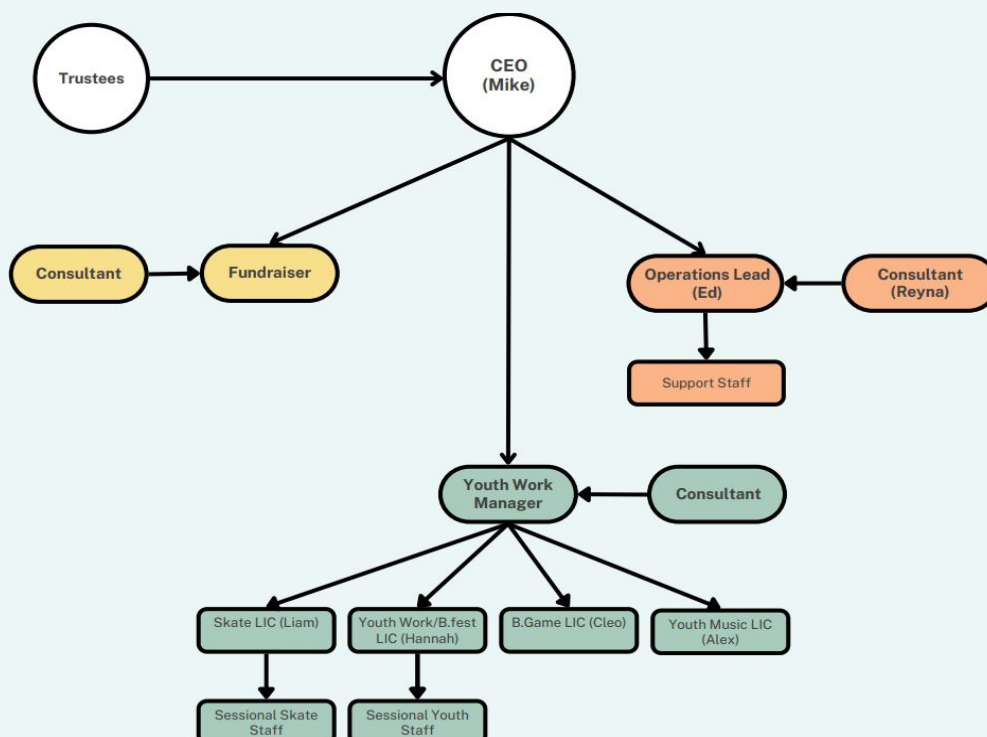
- Excellent communication skills, with the ability to establish and maintain positive relationships with staff, volunteers, partner organisations and young people.
- Good organisational, planning, writing, budgeting and administration skills.
- Understanding and experience of monitoring and evaluation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

# Our offer to you

## Benefits

- £32,000 – £35,000 salary package.
- 28 days of annual leave.
- 2 weeks off at Christmas (during which time BYC is closed).
- Flexible working hours (as some evening and occasional weekend working is expected).
- Time off in lieu of extra hours worked.
- Ongoing coaching and mentoring from our CEO.
- Regular staff training events and support with additional qualification training.
- A supportive working environment.

## How you fit into the team



# How to apply

If you're excited about helping us pioneer an incredible community resource for young people in Brighton, we'd love to hear from you. Click below to apply.

APPLY NOW

If you have any questions regarding this position, don't hesitate to call our office at 01273 681368. You can find out more about us on our website:

[brightonyouthcentre.org.uk](http://brightonyouthcentre.org.uk)

We look forward to receiving your application!

