



Youth Team Lead

Job Description and Person Specification

Purpose: To lead the development and delivery of a quality youth-led programme of regular activities, support and opportunities for young people

Location: UTASS base in Middleton-in-Teesdale (with some off-site working)

Salary: £13.50/ hour

Contract: Fixed term to 31st March 2022 (potential to extend depending on funding)

Hours: Part-time - 12 hours per week

Reports to: UTASS Manager

Line Management Responsibilities: Youth Support Workers/ Sessional Staff/ Volunteers

About UTASS: UTASS (Upper Teesdale Agricultural Support Services) is a registered charity and company limited by guarantee based in Middleton-in-Teesdale. UTASS began informally in 1993 as a community response to an epidemic of suicides locally, before being formally established in May 2000. UTASS works with and for the communities across the Durham Dales, helping people gain access to the services, advice and resources that they need so they feel supported, valued, happier and more able to cope. UTASS has a dedicated team of fifteen part-time staff, including five Youth Support Workers, and is overseen by a board of 11 trustees. The charity is supported by 20 regular volunteers, with a range of additional volunteers currently supporting our Covid-19 community response work.

More information about UTASS and the services/activities we provide can be found on our Website: www.utass.org

At UTASS we are passionate about providing quality opportunities for local young people. In a world pre-Covid-19 UTASS held three weekly drop in sessions for young people 8 years + at our Middleton-in-Teesdale venue. Youth Support Workers facilitated sessions that provided the opportunity for young people to come together in a safe and engaging space, where they could spend time with other young people, develop new friendships, participate in a range of activities ranging from sports and computer games, to baking and crafts and ask for help and support with a variety of issues as and when needed. In addition to this regular programme a number of off-site trips and activities were also delivered throughout school holidays.

Since March 2020, the UTASS team has continued to provide a wide range of opportunities for young people remotely, which has focussed on self-led activities to do at home including doorstep deliveries of Cook Your Own Tea recipe bags, with

ongoing contact with young people also being maintained via telephone and social media.

This role is a new exciting opportunity to join the UTASS team to help shape the programme of activities for local young people as we move forward. We are looking for a driven and motivated individual who is passionate about providing opportunities that empower young people. You will work together with Youth Support Workers, young people, their families and other organisations to lead the development and delivery of an ongoing programme of opportunities that will meet local identified needs and interests.

Key Tasks

- To lead the delivery of a diverse range of regular engagement opportunities for children and young people, including on site sessions, off site visits and detached work, within specified budgets
- To attend and oversee regular youth engagement sessions, including onsite and offsite activities
- To develop, plan, organise and deliver activities and projects together with young people; which enable the personal development of children and young people and increase their aspirations for the future
- To provide ongoing line management to Youth Support Workers, developing positive and effective working relationships and supporting the team to achieve expectations (including through 1-2-1 sessions and personal development reviews)
- To promote opportunities to get involved with activities through a variety of media, building relationships with children, young people and their families
- To ensure that service delivery complies with current regulations, accepted professional standards, UTASS policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)
- Establish effective relationships and networks with a range of partner organisations in particular to promote the development of the youth provision, build relationships with local stakeholders and complement partner services
- Support the recruitment, retention and training of sessional staff and volunteers
- Promote and support innovative and creative ways to generate income including (but not exclusively) fundraising initiatives and external funding via grants and sponsorship working alongside the Funding & Strategic Development Officer
- To oversee monitoring and evaluation to record, measure and report on the impact of our work with children and young people
- To attend meetings, events and training sessions
- Other activities deemed commensurate with the role

Person Specification

Education and Training	Essential	Desirable
Relevant vocational qualification - level 3 or equivalent in youth related subject	√	
Level 4/5 qualification in a relevant subject area incorporating the application of knowledge relating to youth work in a community setting		√
A willingness to undertake mandatory and role specific training within a specified timescale.	√	
Skills	Essential	Desirable
Ability to develop and implement programmes of work that focus on results and delivering positive outcomes for young people	√	
Excellent communication and interpersonal skills, including the ability to disseminate information in a user friendly format including use of social media	√	
Ability to demonstrate effective collaborative working in youth and community settings with good organisational and time management skills	√	
Ability to develop positive working relationships with a team as well as with a range of external bodies including organisations that deliver services on UTASS premises, partners, funders and	√	
Ability to work in a self-directed manner and act upon own initiative, responding proactively to changing situations	√	
Ability to collate information and prepare reports		√
Good people skills and self-awareness	√	
Sensitivity and empathy to the challenges sometimes facing UTASS's client group	√	
Confident with computer and IT use, including Word, Excel	√	
Experience	Essential	Desirable
Extensive experience of delivering activities for young people in a community setting	√	
Experience of developing new innovative programmes of activity and projects together with young people	√	

Experience of managing budgets to facilitate delivery of activities and services	√	
Experience of securing and managing external funding to support projects and activities		√
Experience of providing line management support to staff/ volunteers	√	
Experience of successfully leading a team to deliver youth/ community activities and services		√
Experience of evaluating projects or services using a range of techniques		√
Experience of marketing and promoting services		√
Knowledge	Essential	Desirable
Understanding of issues and challenges facing children, young people and families living in the Durham Dales	√	
Knowledge and understanding of working with farming families and rural communities		√
Knowledge and understanding of working in a youth setting and ability to maintain safety throughout working practices	√	
A good understanding of personal limitations, ability to identify when to seek advice and support, and deal with issues in a professional manner	√	
Personal Qualities	Essential	Desirable
Values and beliefs which are aligned to the work of UTASS	√	
Passionate and self-motivated with an ability to generate new ideas and a 'can do' proactive approach to work	√	
Flexible and a good team player	√	
Friendly, welcoming and pleasant manner	√	

Annual Leave Entitlement: 28 days including bank holidays (pro-rata).

Pension: Pension scheme operated in line with auto-enrolment requirements.

Additional: Post holder will be required to undertake an enhanced DBS check.