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| <b>Job Title</b>      | <b>Youth Hub Delivery Manager</b>             |
| <b>Directorate</b>    | <b>Children, Young People and Education</b>   |
| <b>Unit/Section</b>   | <b>Early Help &amp; Preventative Services</b> |
| <b>Grade</b>          | <b>KR11</b>                                   |
| <b>Responsible to</b> | <b>EHPS District Manager</b>                  |

### Job Purpose

To lead and manage the delivery of Early Help services in the District Youth Hub, delivering a wide range of open access and targeted youth work interventions (including evenings, weekends and school holiday periods) and encouraging and supporting young people's engagement in informal education and positive activities.

Work in liaison with the District Early Help Manager and other Early Help Practitioners to ensure appropriate levels of access to Early Help services for children, young people and their families.

### Accountabilities

1. Ensure the delivery of excellent, innovative services within the District Youth Hub and champion the KCC vision to ensure the delivery of timely and effective Early Help services for young people. Provide a high quality and responsive service that encourages young people to get involved in activities that develop and improve their life chances. Play a key role in identifying, disseminating, integrating and promoting excellent evidence based practice.
2. Establish rapport and build a respectful, honest, challenging and supportive relationship with young people including those who may previously have had little contact with services and may be hard to reach.
3. Identify targets for improvement in line with the business priorities set out in EHPS Strategies and Business Plans, designed to achieve excellent outcomes. Tie all work to observable or measurable indicators of success and take action to ensure progress of those indicators.
4. Co-ordinate multi-agency support and promote services with all key partners to ensure the day to day running of services (including outreach) within the relevant catchment area to meet identified needs in line with service planning. Maintain effective communications with all Early Help services to ensure a good transition of children, young people and families across the whole 0-25 service.
5. Work with Strategic Commissioning to commission services as required to meet local need and to fulfil contract monitoring requirements. Work with

commissioned youth work providers, where applicable, to ensure a seamless provision of services across the district.

**6.** Act as the lead safeguarding representative for the District Youth Hub. Ensure that all staff have the appropriate level of safeguarding training, and that relevant safeguarding policies are in place. Follow statutory guidelines and local child protection procedures for joint working. Provide or organise training where appropriate.

**7.** Recruiting, leading, managing and provide supervision where appropriate to Early Help staff in the District, and ensure that all staff are working towards improving and delivery high quality Early Help services.

**8.** Be accountable for the preparation of the budget for a range of provision. Control, monitor and forecast expenditure, taking remedial action as required to enable cost effective services to be provided within the allocated cash limit. Hold responsibility for ensuring that KCC Financial Regulations are met by staff across the range of provision. Tracking, monitoring, analysing and evaluating the impact of Early Help services (including reach) including ensuring that young people's engagement is a constant element of service design and evaluation.

**9.** The post holder will be expected to work flexibly within a specific geographical area and across the 0-25 age range, including evening, weekends and during school holiday periods; this will be co-ordinated by Early Help and Preventative Services Management as required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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| <b>Qualifications</b> | Relevant degree or related Level 5 or above professional qualification e.g. Degree in Social Work, Foundation Degree in Youth Work, Diploma Level 5 in Youth Work, Post Graduate Certificate of Education etc and/or extensive experience |
|                       | Management Qualification or willingness to study  |
|                       | A1 Assessor qualification or willingness to study   |
| <b>Experience</b>     | Experience of professional supervision, line management or project management within a Youth Work setting   |
|                       | Experience of working effectively in partnership within a multi-agency setting  |
|                       | Experience of budget and resource management  |
|                       | Experienced and skilled in using Quality Assurance systems in a youth work setting  |
|                       | Experience of positively promoting the views, rights and image of young people  |
|                       | Ability to lead, manage and motivate a team   |
|                       | Excellent oral and written communication skills   |
|                       | Excellent negotiation skills, with the ability to communicate and collaborate across a wide range of individuals and organisations  |
|                       | Develop and maintain effective working relationships, including the ability to work collaboratively with the local community and partners   |
|                       | Ability to deploy information and data from a variety of sources to understand the needs of the community and the strengths and weaknesses of the Centre  |

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|                             | Ability to work to tight deadlines with limited resources and prioritise workload effectively  |
| <b>Skills and Abilities</b> | Ability to plan, deliver and evaluate youth work programmes including recording and accrediting young people's achievements            |
|                             | Ability to organise and prioritise workloads   |
|                             | Able to work on own initiative   |
|                             | Ability to manage budgets and buildings  |
|                             | Ability to travel on a regular basis between sites across the county, including during evenings and weekends                           |
| <b>Knowledge</b>            | Knowledge of Early Help and Prevention, and an understanding of relevant legislative and policy frameworks which impact on the service |
|                             | Understanding of child and adolescent development  |
|                             | Excellent knowledge and understanding of Safeguarding policies and procedures  |
|                             | Knowledge of governance arrangements for Early Help  |
|                             | Knowledge of diversity and equal opportunities issues in relation to both staff and young people                                       |
| <b>Values</b>               | Open   |
|                             | Invite contribution and challenge  |
|                             | Accountability   |