**Job opportunity**

**Deputy Youth Work Manager**

**Full Time 37 hours per week, Permanent role, £21,000 per annum gross [mileage + pension + health]**

**Based in Tonbridge & Malling, Tunbridge Wells and West Kent Area**

**An exciting opportunity for an enthusiastic, inspiring and capable, Deputy Your Work Manager to join our small, talented team at YMCA West Kent. In this vital role, you will help deliver the aims and outcomes of this project, engage with local communities to identify need and support, help build bridges with young people and their communities and make referrals to other projects within YMCA and to other agencies as appropriate**

**Job Purpose:**

* to work with and support the Project Manager to deliver the aims and outcomes of the Project
* to support the local communities and young people to identify local needs and issues
* to engage with local communities and young people to identify local needs and issues
* to work across Tonbridge & Malling and Tunbridge Wells, West Kent including various school holidays, evenings and weekend work when required
* to work alongside other voluntary and statutory agencies in both centre and detached sessions to deliver information, advise and guidance to support young people
* to work with young people from the project and from other projects within West Kent YMCA to design and deliver local projects for the benefit of their communities
* to help build bridges between young people, their communities and local agencies
* to make referrals to other projects within West Kent YMCA and to other agencies as appropriate to meet a young person’s identified need
* to promote the project and network with other agencies and community groups
* to ensure all safeguarding, health and safety and other duties of care are met; including completion of risk assessments and administering first aid
* to have the ability to work in a school environment, delivering well-being programs to a variety of young people of different ages.

Driver training will be provided however a clean driving licence with two years driving experience is required

**Person Specification:**

***Essential***

* Driver due to areas covered
* to be a Christian or to be supportive of the Christian ethos of the YMCA movement
* experience of working challenging young people
* current knowledge of some of the issues affecting young people eg. Substance misuse, family breakdown, homelessness, mental health and learning of physical disabilities
* ability to work with and support young people with challenging behavioural issues
* demonstrable ability and skills to support, mentor and develop young people
* knowledge and experience of safeguarding – protection from abuse procedures
* experience of using monitoring and evaluation systems
* excellent interpersonal and communication skills
* reliable with a flexible and patient attitude – calm in a crisis
* flexible approach to working hours and occasional travel out of County
* ability to work alone or as part of a team
* good listener, gifted communicator who can empower young people
* willing to engage in further training/learning and group/individual supervision
* able to set and maintain professional boundaries within a small team
* excellent role model for young people
* willing to work outside in all weathers

***Desirable***

* knowledge of training methods and provision
* confident vehicle driver and minibus driver as specified above
* experience of working with and supporting volunteers
* excellent administrative and computing skills
* experience and skills in community development work, social inclusion, consultation, youth empowerment and equality and diversity

Link to our website <http://www.westkentymca.org.uk/JOB>

To request a full Job Description and Application Pack please contact – Karen Warner on 01892 542209 or email karen.warner@westkentymca.org.uk

