



Application Pack

Youth and Participation Lead



Dear Applicant,

Re: Youth and Participation Lead

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and application form.

The Junction is a respected charity working to make a difference to the lives of children young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self belief, a sense of family and belonging.

We are a growing and developing organisation and have made substantial progress within our Participation and Youth Service over recent years, developments include:

- Retaining and developing our Young Carers Service across South Tees
- Gaining the Targeted Youth Service delivery within Middlesbrough's Youth Offer (including one to one, group and detached work)
- Embedding formalised policy and practice around young people's voice and participation including strategic decision making (The Junction Heart), service focus groups and social action projects
- Short breaks delivery imbedding personal and social development into respite opportunities for children and young people with additional needs and disabilities
- The delivery and development of specialist skills in working with vulnerable children and young people within our transport
- Holiday provision for children and young people

Much of this work has been led by the senior leadership team and we are now seeking to grow our impact (both in relation to quality and quantity) in our areas of expertise. In order to do this we are seeking an experienced leader who has experience of leading teams and services delivering high quality youth and participation opportunities. The right candidate will have experience of working in complexity, managing operational and strategic issues. This includes line management of service leads, monitoring and interpreting data to inform service development and continuous improvement, the ability to lead on the development of service areas and design new projects to meet identified need. Key to this is ensuring decision making and coproduction with children and young people informs everything that we do.

This is an exciting and challenging opportunity for a candidate who has the commitment and drive to shape the future of services for children and young people. You will be supported in your role by the senior leadership team (Chief Executive and Deputy Chief Executive), the Head of Development, who will support with income generation and a team of highly experienced Coordinators within substantive service areas.



When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria. If you would like to discuss the requirements of the post or have any questions about the role please contact **Beth Major** on 01642 756000 or via e mail at **beth.major@thejunctionfoundation.com**

Once you have completed your application please return to:

recruitment@thejunctionfoundation.com

Or alternatively post to The Junction , 19 Station Road, Redcar, TS10 1AN, please ensure your envelope is marked PRIVATE AND CONFIDENTIAL.

Please note the deadline for the applications **is noon on Monday 5th July.**

Interviews will be held on Friday 16th July.

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,

Beth Major
Chief Executive Officer



Why work for The Junction?

Pension

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

Staff Wellbeing Programme

Our staff Wellbeing Programme, provided through Simplyhealth, provides money back on health related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

Counselling Helpline

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

Counselling Face-to-Face

In addition to the helpline we provide access to 6 sessions of face to face counselling

Generous Holidays

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

Loyalty Holiday Bonus

We reward loyalty by offering colleagues 1 extra days holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

Staff Development

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

Making a Difference

By being part of an extra ordinary team we work together to help transform the lives of local children, young people and families.



Within The Junction

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.



Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

Values	Key Principles
We listen	Children and Young People are at the heart of everything we do
We genuinely care	
We don't judge	Our workers are the key to building strong, positive relationships Working in partnership to make change happen
We empower	

Working within The Junction's policy environment

All staff and volunteers within The Junction are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone's responsibility. Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.

Personal Development

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.



Job Title: Youth and Participation Lead

Salary: £34,782 per annum (with 3% uplift per annum subject to funding and satisfactory performance)

Hours: 37.5 hours per week

Responsible to: Chief Executive Officer

Location: Base to be agreed – location within Tees Valley, flexible/ homeworking negotiable, regular travel to Head Office (19 Station Road, Redcar)

Contract: Permanent

JOB PURPOSE:

To lead our Youth and Participation Services ensuring that services and projects under this department, including Young Carers, Targeted Youth Support, Youth Work and Youth Participation and Children and Young People's Specialist Transport (Quality and practice only – not logistics), are supported to deliver a high quality, responsive and accountable service through adequate line management and reporting procedures to enable excellent interventions and evidence of impact.

To lead, in consultation and with support from the Chief Executive and Head of Development, on developments within the service including strategic partnerships, commissioned and externally funded projects, identifying and responding to need in the local area as well as securing ongoing commitment from current.

To work as part of The Junction's Management team to ensure a holistic and joined up approach to responding to the needs of vulnerable and disadvantaged children, young people and families by actively seeking opportunities where joining of services can add value across services, including an overarching view of participation opportunities across the organisation.

SUPPORT:

Support, supervision and appraisal will be provided by the Chief Executive Officer.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Leadership and Development Responsibilities

Internal



1. To lead on organisational participation structures ensuring effective mechanisms for Youth Voice are embedded and acted upon.
2. Directly provide suitable and supportive line management of Coordinators, Group Leads and individual members of the team (where no coordinator group lead structure is in place), including regular scheduled supervision, appraisal and performance management.
3. Ensure all workers within the service are provided with appropriate line management arrangements, providing this directly where appropriate and outsourcing where needed.
4. To review and implement effective referral systems (where services are not open access) for a range of projects and services, including triaging referrals with coordinators and leads where appropriate.
5. To ensure effective communication including regular opportunities for staff to meet through development opportunities, full staff meetings and provide effective coordination and leadership.
6. Ensure clear objectives are identified, discussed and reviewed with the team on a regular basis as part of their continuing professional development.
7. To form part of Operational and Senior Management Team of The Junction contributing to organisational events and developments and taking on appropriate duties within the team including becoming part of the Safeguarding Lead Practitioner Team.

External

1. Ensure excellent relationships with external strategic and delivery partners, funders and commissioners including contributing to seeking out and developing new opportunities.
2. Present information to a range of stakeholders in formats suitable for the audience to promote or report on services.
3. Represent The Junction and its services in a range of settings and forums.

Data Management and Reporting

1. Utilise internal systems to ensure management information is used to inform capacity, and performance.
2. Ensure our capacity to report to relevant partners data systems, take an active part in ensuring responses to all data reporting systems are met.
3. Utilise outcomes data, case studies and children, young people and families feedback (including case studies, compliments, complaints) to report effectively to funders ensuring targets are monitored and take a lead role in consultation with the Chief Executive on the production of reports.
4. To ensure data is used effectively to manage performance, finance or other areas taking a proactive approach to identifying any issues and responding appropriately.
5. Develop understanding and monitoring of income models (grants and contracts) and contribute to sustainability.



6. Work collaboratively with the team, Chief Executive Officer and Deputy Chief Executive Officer to ensure income and contracts are monitored and secure.

Service Development

1. Understand and identify trends and needs within services for young people and participation and engage stakeholders to address gaps in provision.
2. Work alongside the Chief Executive Officer and Head of Development to survey opportunities for developing and sustaining the service, including contracted work and external funding, to meet local need.
3. Contribute to the development of bids and tenders using your professional knowledge.

Work with Children, Young people and their Families

1. To lead and manage projects and services providing community based services in groups, one to one and online.
2. To ensure the coordination of participation of children, young people and families in decision making, feedback and development of The Junction as valued partners and experts in their own experiences, to inform service development and design.
3. Ensure teams have access to referrals or target groups.
4. Raise awareness of the needs of vulnerable children, young people and their families, with stakeholders and the wider community.
5. Demonstrate an active commitment to making a positive difference to the lives of children, young people and their families

Professional Development

1. Access own line management and supervision as appropriate
2. Take part in relevant professional development to update skills and address any gaps in knowledge or training relevant to the role.

Working within The Junction's Policy Environment

1. Demonstrate a commitment which promotes and values diversity and the equality of opportunity, in relation to employees, workers, service users and the wider community. Challenge the use of all discriminatory language and practice and positively encourage all staff, volunteers, partners, young people and volunteers to adopt non-discriminatory practice.
2. Undertake all work in accordance with The Junctions policies and practice including but not withstanding Information Security, Health and Safety, Risk Management
3. Achieve the highest standards of customer care at all times.

4. Positively promote the welfare of children, young people and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility. To take a lead on safeguarding in your role as part of the Safeguarding Lead Practitioners group.
5. Work and adhere to The Junctions values at all times.

Person Specification: Children and Young People's Mental Health and Emotional Wellbeing Service Manager	Essential	Desirable	Proposed Selection Method
Qualifications and Training			
Degree in a relevant field	X		A/I
Management Qualification or qualified by experience	X		A/I
Experience			
Significant experience of successfully managing teams	X		A/I
Experience of working within relevant fields and their associated best practice guidance/ quality standards (Youth Work, one to one, targeted support)		X	A/I
Evidence of working with children and young people with a range of needs, issues and experiences (with particular reference to informal environments and personal and social development)	X		A/I
The ability to support the development and knowledge of teams, including, guidance, training needs assessment		X	A/I
Experience of safeguarding and managing risk	X		A/I
Experience of managing complexity, across a range of disciplines and specific projects/ services		X	A/I
Experience of utilising data to performance manage and report impact	X		A/I
Evidence of service development or project leadership experience, from design to evaluation stage	X		A/I
Knowledge of the private, public and voluntary sector and experience of writing funding bids		X	A/I
Experience of working with and influencing a range of partners, stakeholder and funders (both voluntary and statutory)	X		A/I
Knowledge, Skills and Abilities			
Strong Leadership skills and the ability to influence across teams	X		A/I
Knowledge of local need and commissioning arrangements		X	A/I
Ability to deal with distressing and emotive situations	X		A/I
Able to drive and understand change processes and effectively manage projects	X		A/I
Good IT skills and the ability to interpret data and prepare reports	X		A/I



Ability to manage time effectively and prioritise workload as well as support others to manage their time	X		A/I
Excellent verbal and written communication skills, including presentation skills	X		I
The ability to manage complex projects	X		A/I
Work related circumstance			
Access to a vehicle and requirement to travel across Tees Valley	X		A
Ability to work flexible hours to meet the needs of the service including some evening and weekend working	X		A/I
Equal opportunities and Diversity			
A commitment to equal opportunities and non-discriminatory practices	X		A/I

A = Application I = Interview T = Test P = Presentation