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| Job Title: | Programme Lead (Newly Arrived Young People) |
| Salary Range: | £25,424-£30,293 |
| Location: | Multiple delivery sites across Coventry |
| Contract Duration: | Fixed term until December 2022 with possibility of one year additional extension depending on performances and funding. |
| Hours per week: | 40 |

Job Purpose:

To lead the development and implementation of the Positive Youth Foundation's **Involved** project which provides support to newly-arrived young people, including asylum seekers and refugees, in particular through the partnership programme **funded by the Asylum, Migration and Integration Fund 2020**.

1. To use knowledge of current **policy and legislation and local partnerships** to support and enhance the programme range and reach.
2. To lead the implementation of a comprehensive 'Involved' media and communications strategy.
3. To report back on monitoring and evaluation processes to the PYF Programme Manager.
4. To work with the Programme Manager to secure additional external resources to enhance the strand's range and reach.
5. To lead on the delivery of a project plan for PYF's Involved strand in conjunction with the management team.
6. To implement projects alongside PYF's wider service priorities (Education, Health and Well-Being and Community Engagement)

Main Duties and Responsibilities:

1. Effectively engage with young people (8-24) who are newly arrived, including refugees or those seeking asylum) so they are able to participate in Involved projects.
2. Play an active role in the leadership of the Involved strand, working with the Programme Manager to realise its objectives.
3. Provide line management for staff as required, including developing work plans, managing performance, and providing support.
4. Work with staff and young people to co-produce work that will lead them to influencing change.
5. Lead and develop innovative projects and programmes aimed at the development of self-esteem, confidence and skills of young people.
6. Provide information, advice, support and training for young people to help them make positive life choices.
7. Develop innovative projects and programmes aimed at understanding emotional wellbeing and mental health of newly arrived young people.
8. Work with the local communities/schools to develop a referral scheme for newly arrived young people into the Programme.
9. Lead the development of sustainable opportunities for young people in the city, ensuring links are made into employment, education and training.
10. Work with a wide range of stakeholders, including local community groups, voluntary organisations, statutory organisations and residents to develop support for the project.
11. Identify, recruit, train and support project mentors and volunteers to support newly arrived young people.
12. Ensure the effective implementation of projects by ensuring best use is made of financial and other resources and that effective monitoring and evaluation is carried out.
13. Working with colleagues, identify and secure additional funding for the Involved strand from key partners and funding bodies.
14. Actively promote equality of opportunity in all areas of work in line with Positive Youth Foundation's Equal Opportunities Policy and relevant action plans.
15. Ensure appropriate standards of health and safety are maintained for staff and members of the public in accordance with legal requirements, Organisational policies and procedures and other relevant good practice guidelines.
16. Share information and meet confidentiality arrangements, in particular in regard to child protection and safeguarding matters.
17. Any other duties and responsibilities within the range of the salary grade.

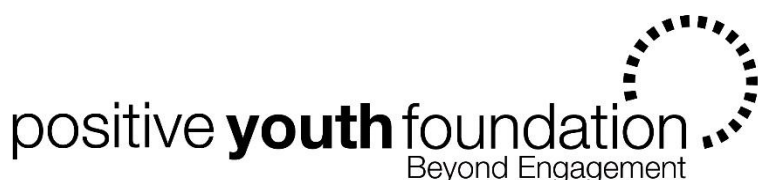
All duties and responsibilities must be carried out with due regard to the Positive Youth Foundation Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Positive Youth Foundation Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Staff and providers employed as part of the Involved strand..

Responsible to: Programmes Manager, Involved strand



Person Specification

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| Job Title: | Programmes Lead (Involved, Newly Arrived Young People's Programme) |
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| | Job Requirements |
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| Knowledge: | <ul style="list-style-type: none">• Understanding of the pertinent issues relating to newly arrived young people, including refugees and asylum seekers, as well as those arriving in the UK for other reasons.• Understanding difficulties facing newly arrived young people and how these can be overcome.• Knowledge of other service providers and their remits to support newly arrived young people with complex needs.• Understanding local structures and the importance of partnership work.• Understanding the role positive activities can play in the lives of young people.• Understanding of the factors behind young people's challenging behaviour.• Understanding of the importance of good data collection and techniques of how to collate this through projects. |
| Skills and Abilities: | <ul style="list-style-type: none">• Able to communicate effectively and understand young people, including how to effectively support them on to appropriate provision.• Able to communicate effectively with external agencies and represent PYF in a professional manner. |

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| | <ul style="list-style-type: none"> • Able to plan, monitor and deliver projects which maintain the interest of young people. • Able to adapt a programme to meet the needs of young people. • Ability to be flexible, adaptable and a good team player. • Be reliable and punctual. • Able to manage and support groups of young people who present varied needs. • Able to record information using computer software. • Able to reflect critically on the team's youth work practice and help staff to think through the impact of their work • Able to supervise volunteers and casual staff and assist their personal training needs. • Able to develop new programmes relating to the needs of young people and local issues. • Creative, solutions-focused and able to overcome difficulties and inspire others. |
| Experience: | <ul style="list-style-type: none"> • Minimum 3 years' experience of working with young people within a targeted youth-work or community setting. • Minimum 12 months' experience of directly managing staff. • Previous experience of leading youth group activities. • Previous experience of setting up and delivering intensive support work with young people (one to one and group settings). • Development and implementation of sport, art and leisure projects, which include monitoring and evaluation Experience and understanding of working with young migrants. |
| Educational: | Service-relevant qualifications will be considered. |
| Special Requirements: | <ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A full Criminal Record Bureau Disclosure will be required prior to appointment. |