

JOB DESCRIPTION

Title: Youth Services Project Lead

Responsible to: Youth Services Manager

Hours: 4 days/28 hours per week

Salary: £27-28,000 pro rata depending on experience

Job Summary:

The Youth Services Project Lead will support the Youth Services Manager to manage projects across the Youth Services division. This will include some line-management responsibilities, as well as stakeholder engagement, project coordination and supporting the Youth Services Manager as required.

Project Management:

- Developing project delivery plans and checking progress of deliverables against targets
- Coordinating Youth Services frontline workers, alongside the Youth Services Manager, to ensure project targets and deliverables are on track
- Implementing needs assessments and data analysis to ensure that services are relevant to the needs of stakeholders and meet identified service gaps
- Identifying and developing suitable M&E tools and ensuring their effective implementation, including service review to identify where modifications to services are required
- Reporting to funders (and other stakeholders where required) in a timely manner
- Supporting the development of new project ideas and proposals, through research, bid-writing and stakeholder engagement
- Developing outreach and communications materials about services and impact
- Occasionally delivering services on an ad hoc basis, as and when Youth Services delivery needs additional capacity
- Adhering to organisational policies and procedures and ensuring that services are developed and delivered in accordance with best practice

Staff Management:

- Provide line-management to 3 – 4 frontline workers on the Youth Services team
- Provide ongoing feedback and support, as well as monthly supervision to frontline workers under direct line-management responsibility

- Provide safeguarding supervision and support to frontline workers on the Youth Services team (primarily the frontline workers line-managed by the Youth Services Project Leader but also supporting those managed by the Youth Services Manager in his/her absence)
- Supporting the capacity development of frontline workers, through ongoing feedback and supervision, facilitating team discussions and workshops, and the facilitation of relevant external training opportunities
- Support and promote staff wellbeing
- Ensure that frontline workers are adhering to organisational policies and procedures
- Attend monthly supervision and managers' meetings

Partnership Working:

- Supporting the identification of suitable partners and funders for new projects
- Ongoing stakeholder engagement with existing partners, funders and other stakeholders
- Supporting the coordination of partners in projects where HFM/MiEH is the project lead
- Ensuring that partners adhere to safeguarding, suicide prevention and GDPR principles and best practice
- Supporting frontline workers to develop and deliver co-produced services
- Representing the organisation and the Youth Services Team at conferences, meetings and events

Training:

- Attending mandatory organisational training
- Ensuring that those under direct line-management attend mandatory organisational training
- Attending ongoing relevant external training opportunities for capacity development

Administration:

- Ensuring effective administrative systems are in place to support the smooth running of Youth Services
- Developing SLAs for partnership working
- Developing and keeping relevant information databases up-to-date
- To travel across boroughs within London (predominantly Hammersmith & Fulham, Westminster, Kensington & Chelsea, Ealing and Hounslow but may also include other London boroughs)

Person specification:

Essential

- Significant experience of working with people with mental health issues
- Significant experience project and staff management
- Working knowledge of project cycle management
- Experience engaging a range of stakeholders (service users, funders, partners)
- Working knowledge of child and adult safeguarding
- Experience of working with young people
- Organisational skills and excellent time management
- Experience of using Microsoft Office package
- Have at a minimum university degree

Desirable

- Experience using Views
- Experience working in schools/in partnership with schools
- Experience supervising safeguarding cases