GROUNDWORK
GREATER MANCHESTER

Youth Work Manager

CHANGING PLACES
CHANGING LIVES

SALARY
Pay Grade C, commence at £34,967 pay point 6-9

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DURATION OF THE POST
Permanent

HOURS
36.66 Part-time and flexible working options are available, and we are happy to discuss preferred working patterns with candidates.

LOCATION
Flexible between GGM office bases as required. Hybrid options available.

ACCOUNTABLE TO
Strategic Lead – Youth & Communities.

RESPONSIBLE FOR
Senior project leads, project leads, project assistants, sessional staff, volunteers.

OVERVIEW OF THE POST
The Youth Work Manager provides leadership, management and professional oversight for Groundwork Greater Manchester's youth work provision. They are responsible for ensuring the delivery of high quality, impactful youth work services that are informed by youth work values, ethics and principles and meet the needs of young people and communities. The postholder will lead and support a team of Senior Youth Leads, Youth Leads and Youth & Communities Leads to deliver a range of youth work. Alongside management responsibilities, the

Youth Work Manager will on occasion maintain a practical youth work role, supporting delivery, developing practice, carrying out observations and ensuring that young people remain at the centre of programme design and delivery. You will be required to work some evening or weekends.

ROLE & MAIN PURPOSES OF THE POST

Delivery

Lead and effectively manage Groundwork Greater Manchester's youth work provision, including:

- Achievement coaching and mentoring.
- Open access youth club's provision.
- Community and detached youth work.
- Environmental social action programmes.

Provide professional leadership to ensure youth work practice, and recognised youth work values, ethics and principles are embedded across all youth programmes.

Be an advocate of young people's voice, participation and influence across all areas of delivery.

Ensure programmes are safe, inclusive, accessible and responsive to the diverse needs of young people and communities.

Oversee the planning, monitoring and evaluation of youth work activities and ensure impact and outcome data is collected and used to inform learning and improvement.

Drive the embedding of safeguarding practice, principles and processes throughout all youth centred projects and programmes.

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Business & Service Development

- Lead and manage the youth work programme development plan.
- Lead the continuous improvement of youth work practice across the organisation.
- Develop systems and approaches that embed reflective practice, professional supervision safeguarding and continuous learning, ensuring youth work delivery remains aligned to sector best practice, legislation and safeguarding requirements.
- Drive evidence led approaches and use feedback and evaluation to improve programmes and provision.
- Work collaboratively across Groundwork programmes to maximise opportunities and outcomes for young people.
- Work closely with Groundwork UK and other Groundwork Trusts to share learning, resources and good practice.
- Manage and grow delivery partnerships and relationships to support programme development, delivery and growth.

- Promote GGM's listening and learning culture with the team and use data and feedback from participants to inform programme improvement, development and growth.
- Work closely with Groundwork UK and other Groundwork Trusts where appropriate to develop services and share learning.

Financial & Resource Management

- Manage programme budgets and resources effectively.
- Ensure staffing and resources are developed to maximise quality, impact and value for money.
- Monitor contractual and project performance requirements. Produce and manage the programme's budgets and resources available.
- Support strategic managers with financial planning, team development and income generation opportunities.
- Develop and realise financial sustainability plans for core programmes and growth plans where agreed:
  - -Preparing funding bids and proposals
  - -Working with partners to develop and input to bids and proposals led by others.
- Support strategic managers with larger income generating opportunities and longer term financial planning.

People Management & Development

- Lead and inspire a skilled, confident youth team, creating clarity, accountability and shared purpose.
- Coach and develop the team, building capability, confidence, understanding, leadership and progression across the team.
- Drive trauma informed, inclusive and reflective youth practice and safeguarding processes.
- Create a culture of learning, collaboration, innovation and continuous improvement.
- Be accountable for team performance, wellbeing and development, ensuring colleagues understand their contribution to Groundwork's wider ambitions and celebrate successes.

Internal Management

- Embed GGM policies and procedures across youth work programmes, driving delivery standards and ensuring compliance.
- Promote and role model quality, safeguarding, EDI, environmental responsibility and organisational policies, ensuring these are embedded in practice.
- Lead the development and delivery of business improvement/development plans.
- Use data, community voice, stories and evaluation to understand impact, drive improvement and influence decision making.
- Share learning, celebrate success and ensure the voices and experiences of young people inform how Groundwork develops.

Other

- Provide a Designated Safeguarding lead role for the organisation as part of a small team. This includes offering advice and guidance to staff and developing, implementing and reviewing policy and procedures.

- Will require working evenings and weekends on occasion.
- Perform other duties as required

Person Specification	
Essential Experience - Substantial relevant professional youth work experience. - A strong track record in project, budget and people management. - Relevant experience of developing and managing partnerships. - Experience of working with vulnerable and disadvantaged young people facing multiple barriers. - Experience of partnership working with schools, local authorities, VCFSE partners and other stakeholders. - Experience of safeguarding children, young people and vulnerable adults. - Substantial experience of income generation and securing funding.	**Desirable Experience** - Business planning. - Impact reporting. - Experience of using data to develop and improve service delivery.
Essential Knowledge, Skills and Qualifications - Professionally recognised Youth Work qualification (Level 6 or above) recognised by the National Youth Agency (or working towards where appropriate). - Comprehensive understanding of safeguarding in the context of youth work. - Comprehensive understanding of youth work principles, values and ethics. - Strong knowledge of safeguarding children and young people. - Leadership skills, strong coaching and motivation skills. - Ability to challenge effectively. - Ability to respond flexibly and with positivity to changing internal/external circumstances.	**Desirable Knowledge, Skills and Qualifications** - Coaching / Mentoring qualification. - Safeguarding leadership qualifications or training. - Training or qualifications relating to trauma-informed practice.
Values and ethos: - Demonstrates practical understanding of GGM's values and can describe how these might apply to the role and how they would embed these across the organisation. - Passion for GGM and our work, including enabling people to work collectively to bring about positive social change. - Actively seeks learning and development.	

ADDITIONAL FACTORS
• Able to work outside of normal office hours within a flexi time / time off in lieu system. • Comply with the Trust's policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment. • Driving Licence. • This post will be subject to an enhanced DBS check. • We offer a guaranteed interview to applicants with a disability and veterans who meet the essential criteria above.

PREPARED BY:	Nina Burns
PREPARED ON:	13/10/26