JOB DESCRIPTION

JOB TITLE	Youth Team Leader
REPORTING TO	Service Manager
DIRECT REPORTS	Youth work coordinator and Communities Tutor
LOCATION	Leeds (role is across West Yorkshire)
HOURS	35 hours per week (full time)
SALARY / BAND	£33,357 Band 5 SCP 16
CONTRACT	Permanent

About Leeds GATE

Leeds Gypsy and Traveller Exchange (Leeds GATE) is a brave and creative, member-led organisation working alongside Gypsies and Travellers across West Yorkshire. We work to improve quality of life, challenge racism and inequality, and create lasting change. We deliver advocacy, family support, youth work, education support and community development. We work in partnership to improve the systems and services that shape outcomes around homes, health, education and inclusion.

Our members are at the heart of our organisation. We build trusted relationships, support people to build confidence and help themselves, and create opportunities for members to shape our work and the decisions that affect them. We believe people should be safe, have their privacy respected, their culture valued and that everyone should be treated equally and included.

Job Purpose

The youth team leader role provides strategic and operational leadership to the youth team. You will lead a small youth team who will provide high quality, inclusive and accessible Youth work support to our children and young people, and their families across West Yorkshire. The role contributes to achieve our aim of supporting families. We want children and young people to have access to opportunities and to feel safe, supported and proud of who they are, inspiring them to learn, grow and develop.

Your team will ensure that children, young people and families will be engaged through outreach, group work, one to one support, community development and work closely with our other teams and partners on projects.

The role will involve you being brave, creative, and contributing to service development. You and your team will establish and maintain a range of new partnerships in support of your work including the team funders, education services and other agencies set up to support children and young people across West Yorkshire to improve their offers to Gypsy and Traveller communities.

You will be the first point of contact for safeguarding for your team, working closely with your team and families with any complex issues. The role will involve working with management and senior leadership team on strategic projects and meetings, involving our children, young people and families in these.

Main Duties and Responsibilities

Staff Management / Team Working

- Lead and manage a small team, including staff, volunteers and students.
- Provide regular supervision and team meetings, supporting day-to-day performance
- Create a supportive team environment, identify wellbeing concerns or patterns and responding to these.
- Ensure organisational processes, policies and agreed ways of working are understood and followed by your team.
- Identify and coordinate training and personal development for your team.
- Support reflective practice and learning across your team.

Working with our Members

- Lead and coordinate outreach across your programme of work, ensuring children, young people and families in homes, yards, on sites and on the roadside can access the Leeds GATE youth offer.
- Know the families within your area well and ensure they have access to the full Leeds GATE offer.
- Ensure your programme of work creates meaningful opportunities for our children, young people and families to participate, shape delivery and have their voices heard.
- Ensure appropriate cover is in place across your team so that essential support and services for our members are maintained.

Fundraising and Budget Management

- Manage project budgets within your programme of work, ensuring expenditure is monitored and financial processes are followed.
- Complete smaller funding bids and contribute to the development of larger funding applications, providing detailed information, evidence and input from your programme of work.

Project Management

- Lead and coordinate programmes of work across your area, ensuring individual projects and activities are planned, delivered, monitored and completed to agreed standards and timescales.
- To lead project planning meetings and update documents.
- To set and follow a delivery plan for your area, that is co-produced with our members, ensuring a variety of activities reaching new and existing members.
- To complete funder and organisational monitoring returns in a timely manner to your Manager.

Risk Management, Safeguarding and Quality

- Ensure all activities across your team are risk assessed.
- Ensure safeguarding practice is followed across the team, act as the first point of contact for concerns, support staff decision-making and respond to complex cases in line with Leeds GATE safeguarding procedures.
- Ensure quality assurance processes are followed across your team.
- Be fully familiar with Leeds GATE policies and procedures and ensure staff understand and follow them.

Partnerships, Strategy, Research, Consultation and Training

- To ensure good relationships to our funders and supporters.
- Lead partnership working across your programme of work, identifying opportunities to improve and develop the wider offer for members.
- Represent Leeds GATE at relevant strategic meetings, ensuring agreed actions and opportunities are followed through across your team and programme of work.
- Support the delivery of research, consultation and training activities, working with partners and managers as required.

General Responsibilities

- Attend relevant staff, team and other meetings as needed.
- Prepare for and take part in regular supervision.
- Follow Leeds GATE policies, procedures and terms of employment.
- Take part in training and personal development needed for your role.
- Help Leeds GATE run well, including supporting organisational events and providing reasonable cover when needed.
- Work outside normal office hours when needed for the role, including occasional evenings or weekends.
- Positively represent Leeds GATE in your work with members, partners, funders and other stakeholders.
- Undertake other duties appropriate to the level and responsibilities of the post.

PERSON SPECIFICATION

Education & Training

Criterion	Essential	Desirable
Relevant safeguarding training, appropriate to your roles	✓	
Project management qualification		✓
Relevant training or qualification		✓

Knowledge & Understanding

Criterion	Essential	Desirable
Understanding of Gypsy and Traveller communities or other marginalised communities, including barriers and inequalities people may face.	✓	
Knowledge of relevant legislation and rights, in relation to children, families, and equalities.	✓	
Knowledge of project management and evaluation.		✓
Knowledge and understanding of community development approaches, including building relationships, supporting participation and enabling people to take community action on issues that matter to them.	✓	

Experience

Criterion	Essential	Desirable
Experience of working with Gypsy and Traveller people and/or people who experience inequality.	✓	

Experience of working with children, young people and families in community settings, outside an office, and understanding their needs, challenges and aspirations.	✓	
Experience of managing relationships to funders and contract managers		✓
Experience of leading and coordinating delivery across a team, ensuring work is planned, delivered consistently, and responds to people's needs.	✓	
Experience of managing activities or projects within an agreed budget and making appropriate decisions about the use of available resources.	✓	
Experience of completing funding applications and reports	✓	
Experience of leading and supporting a team, including providing supervision, managing performance and wellbeing, and supporting staff development.	✓	
Experience of managing risk across a team or programme of work, including supporting staff to identify, assess and respond appropriately to risk.	✓	
Experience of making safeguarding decisions, responding to complex concerns and supporting colleagues to follow safeguarding procedures.	✓	
Experience of developing opportunities and projects with partners and representing an organisation at relevant meetings and networks.	✓	
Experience of supporting the delivery of research, consultation or training activities, working with colleagues and partners where required.		✓

Skills & Behaviours

Criterion	Essential	Desirable
English and maths skills needed to do the role.	✓	
IT skills and ability to use the software and systems needed for the role.	✓	
Able to build positive, trusting relationships and treat people with kindness, dignity and respect. Able to be person centred and flexible to overcome barriers people face to taking part.	✓	
Able to listen to members, involve people in decisions that affect them and support people to have their voices heard.	✓	
Able to recognise and build on people's strengths, skills and knowledge, helping people build confidence	✓	
Able to communicate honestly and clearly and with kindness, work well with others and raise problems or ask for help when needed.	✓	
Able to reflect on your own work, acknowledge mistakes, learn from feedback and try different approaches.	✓	
Able to work in a trauma-informed way and understand how people's life experiences may affect how they feel, think and behave	✓	

Able to respect people's identity and culture, recognising and challenging racism and inequality appropriately.	✓	

Practical Requirements

Criterion	Essential	Desirable
Able and willing to work outside normal office hours when needed, including occasional evenings or weekends.	✓	
Able and willing to travel to different places as needed for the role.	✓	