

## Job Description

<b>Job Title:</b>	Young Persons Group Service Manager
<b>Hours</b> (including working days)	22.5 hrs per week (Days of work and times negotiable)
<b>Salary:</b> Pro-rata/full time/part time	25,000 p/a pro-rata
<b>Responsible to:</b>	Head of Service
<b>Responsible for:</b>	Young Persons group coordinator
<b>Primary Base:</b>	Highcliffe House, though we anticipate that, through our new blended model of delivery, the post holder will have a level of flexibility to work some hours remotely
<b>Aim of the post:</b>	To oversee, manage and deliver a diverse programme of engaging, creative and effective workshops for young people, to support them in managing and sustaining their mental health and well being
<b>Main deliverables:</b>	
<ul style="list-style-type: none"> <li>• Lead the process of session and project planning, supporting the team and ensuring that all roles and responsibilities are fulfilled</li> <li>• To work closely with and manage relationships with other agencies/organisations/individuals to ensure an inclusive programme that meets the needs of children and young people</li> <li>• To ensure workshops are resourced properly, including volunteers with the skills to undertake tasks within the projects</li> <li>• To monitor and evaluate workshops to inform planning and to complete reports for funders</li> <li>• To lead and manage staff, ensuring they are valued, supported and supervised</li> <li>• Recruit suitably qualified freelancers to deliver workshops for children and young people</li> <li>• Recruitment and training of volunteers to support group delivery</li> <li>• Evaluate and interpret data and evaluation findings to facilitate planning and inform the wider audience of the impact of our work on children and young people</li> <li>• To risk assess all activity to ensure we adhere to safeguarding policy, and procedures</li> </ul>	

- Coordinate on line delivery in collaboration with the young person's coordinator
- Oversee social media content, ensuring the content is consistently produced for young people
- Ensure the voices of the participants shape the development of the service and inform future projects and delivery

#### **Main duties:**

##### **Key External Relationships include but are not limited to:**

To develop and maintain effective relationships with key external agencies'

##### **To work within the aims and objectives of Mind**

To ensure a commitment to Quality Management in Mind working within the policies and procedures of York Mind.

To ensure staff employed for the Group programmes are appropriately trained and compliant with organisational and service specific policies, procedures and safeguarding obligations

To provide regular one to ones and annual appraisal

##### **Management and Support**

Engage with line management, supervision, training and development, as per York Mind policies and procedures.

Ability to work, as part of a team and work co-operatively with colleagues.

To be prepared to give and receive support from others in the team, as appropriate.

To attend staff team meetings and participate in the work of the team.

Identify personal development needs and undertake actions to address these

### **Health and Safety**

To ensure suitable procedures are being followed to safeguard the health and safety of volunteer mentors and those using the service

The post holder will maintain an awareness and observation of Fire and Health and Safety Regulations.

### **Financial Responsibilities**

To authorise staff and volunteer expenses

### **Administrative**

To ensure that records are kept in a required manner

To be a key holder

<b>Essential qualifications:</b>	None
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The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager. If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.