

A close-up photograph of a man with a full, reddish-brown beard and a receding hairline. He is smiling and looking towards a young person on the right. He has a silver pen tucked behind his left ear. He is wearing a blue and white vertically striped button-down shirt and a blue lanyard with the word "STAFF" repeated in white. His hands are raised in a gesturing motion. The young person on the right is wearing a maroon school uniform jacket with a crest on the sleeve. The background is blurred, showing what appears to be a school hallway with blue and green wall panels.

Head of Young People's Programmes

A note from our CEO

For over 40 years, The ClementJames Centre has been offering local people the skills, knowledge, opportunities and support they need to achieve their potential. We have come a long way in that time – from a straightforward homework club to a well-established community support charity, transforming the lives of close to 3,000 people each year.

Our dedicated staff team is essential to the success of everything we do. Together, we work towards creating a fairer society where everyone gets the opportunity to achieve their ambitions. We do this by providing high quality services driven by individual needs. Working at ClementJames will put you at the forefront of making positive social change, helping local children and adults to grow and succeed.

Our programmes and services have expanded substantially over the past five years and we have exciting plans for further development. At this important time, we are looking for a high calibre candidate to join our team as the Head of Young People's Programmes. You will be responsible for implementing the strategy for our delivery strands supporting young people with their education, attainment and confidence building needs and ambitions. You will help build and maintain meaningful relationships with schools, alternative provisions, community organisations, the local authority and most importantly young people and their families. You will have a passion for understanding the challenges that our clients face and support, and working with Senior Management to ensure that programmes develop and evolve to reflect these issues. You will report to the Chief Programmes Officer and work alongside other managers who have their own programme focus areas.

ClementJames introduced a 9 day fortnight policy through which, staff members will work 9 days over a fortnight and have a Friday off. We have introduced this as a way of prioritising staff wellbeing, and ensuring individuals have a strong work-life balance. This policy will apply to you.

If you believe that everyone should have the opportunity to realise their ambitions and live fulfilled lives and you would like to join a dynamic, innovative organisation, then The ClementJames Centre could be the perfect career choice for you.

Dami Solebo



Job Purpose

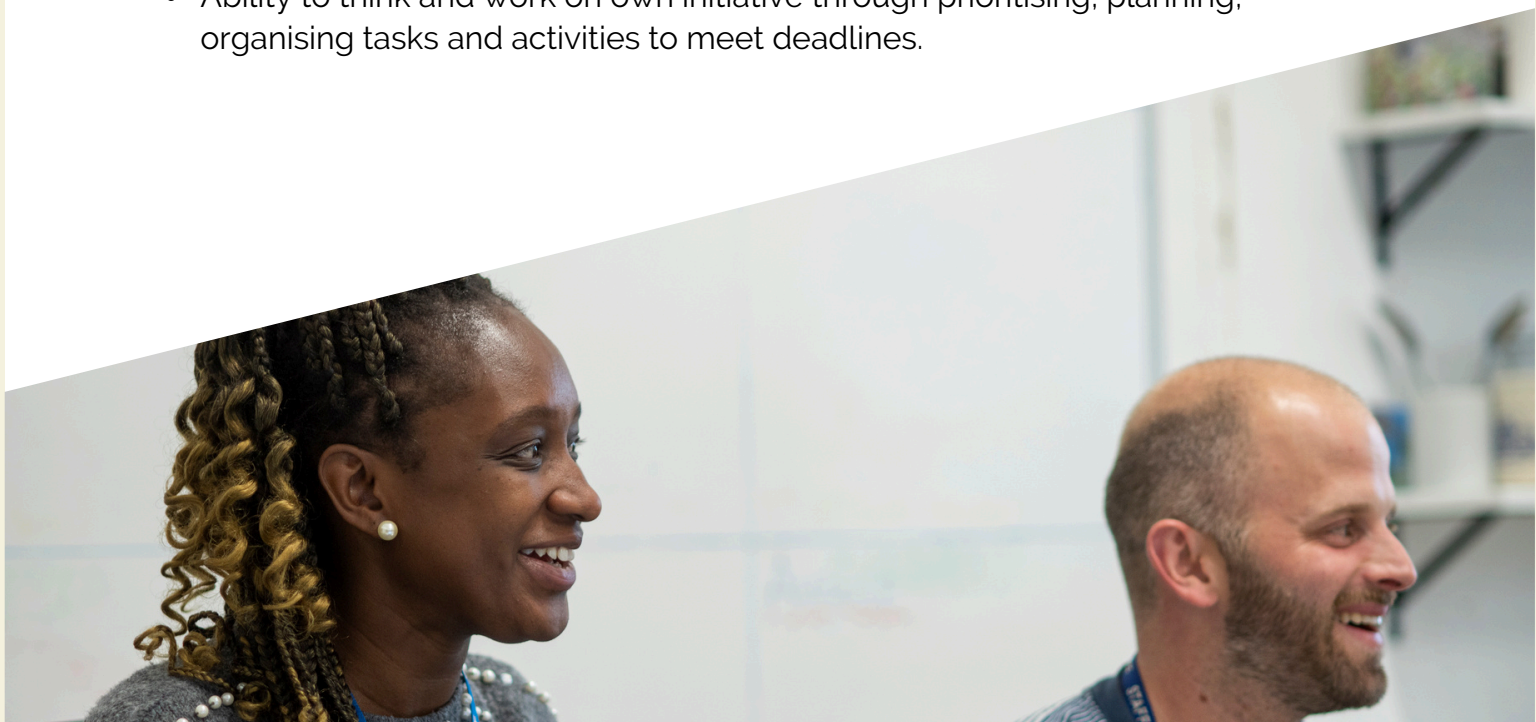
The post holder will be responsible for leading and managing the delivery of The ClementJames Centre's Youth Provision, which encompasses the Numeracy Programme and Early Intervention Programme, ensuring comprehensive, high-quality support for young people and their families. This role will provide strategic oversight and operational management of the young people's team, ensuring alignment with the charity's objectives and positive outcomes for service users at risk of school exclusion or disengagement from education. The post holder will establish and nurture key relationships with both internal and external stakeholders, including schools, local charities, and the local authority. They will monitor and evaluate programme effectiveness, contribute to the strategic vision of the charity as a member of the Leadership Team, and uphold safeguarding standards, diversity, and inclusion across all areas of responsibility.

This role oversees the Numeracy programme, which includes 121 activities, during term time. These take place both at local primary schools, and at our Centre. The role also oversees the Early Intervention Programme, which includes our 121 advocacy support for families, and our parent and practitioner information sessions. The role also oversees our Young People's counselling service.



Person Specification

- Ability to demonstrate strong leadership skills, and the ability to be an inclusive and supportive manager;
- Experience of working with young people or relevant experience in the education or charity sector;
- Be able to demonstrate strong communication skills with the ability to set expectations and deliver clear messages;
- Experience of building relationships with internal and external stakeholders;
- Experience of working in a high demand, service user focused environment with demonstrable resilience and the ability to use a wide range of technologies to support service delivery;
- Up to date knowledge of child protection systems, best practice, research, and legislation;
- A proven ability to provide appropriate intervention to a child or adult who is presenting with a safeguarding concern and provide support to your team in the role of Safeguarding Manager.
- Be able to demonstrate an understanding of the issues facing young people and families experiencing exclusion from education or those classed as NEET (not in education, employment or training);
- Ability to think and work on own initiative through prioritising, planning, organising tasks and activities to meet deadlines.



Main duties and responsibilities

Key Relationships - Internal

Collaborate with all delivery services within the charity to help provide a holistic package of support to clients.

Key Relationships - External

Maintain and create new relationships with key partners such as schools, local charities and the local authority.

Line management

- Provide line management and supervision of the young people's team, inclusive of but not limited to, training, probation reviews and appraisals;
- Support direct reports with their professional development;
- Ensure that direct reports meet their KPIs;
- Conduct observations of staff and provide feedback.

Programme Strategy and Delivery

- Ensure that all targets related to the young people's programme are met;
- Ensure that strategic objectives (set by SMT) are achieved;
- Produce an annual calendar of activities in line with targets and strategic objectives;
- Recruit, train and manage a small number of volunteers engaging in the charity's young people's programmes;
- To hold a caseload of young people and facilitate group workshops;
- To manage the programme's budget and ensure that it is delivered within target;
- To lead and deliver areas of our community engagement and wellbeing programme;
- To undertake initial client triage, assess individual needs, and ensure clients are allocated to the most appropriate team member for support.

Monitoring and evaluation

- To analyse and evaluate programmes and make changes accordingly;
- To report to Senior Management Team (SMT) and Trustees on the progress of the young people's programme;
- To regularly review the programme resources to ensure a high quality service;
- To ensure there is a strong culture of impact and evaluation and to oversee an effective data capturing process.

Key Skills & Experience

General

- To be an active member of the charity's Leadership Team (LT) and contribute to the wider strategy of the Charity;
- To conduct and approve risk assessments as and when required;
- To ensure that The ClementJames Centre's policies and procedures are met, including but not limited to, the charity's Diversity, Equality and Inclusion policy and the charity's Health and Safety policy.
- To be a Safeguarding Manager, acting as the first point of escalation for safeguarding concerns from your team, providing pastoral to the team and being a key part of the Safeguarding Team including other programme managers, the Designated Lead and Deputy Designated Lead.

Any other job-related duties as assigned

Although core duties of the post are set out above, a flexible approach to work is essential. The post holder may be required to adapt the above duties to take account of changes in work practices and to ensure compliance with all necessary regulations and legal requirements; and to undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.



Safer Recruitment

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to ensure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- Always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- Committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates, who declare disabilities, to start working or volunteering with us.
- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18's joining the organisation will have ongoing risk assessments to ensure their role and activities are safe and appropriate.
- All documentation relating to candidates will be treated confidentially in accordance with the GDPR legislation.

To find out more, please contact:

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