

Youth Elements CIC

Role Profile & Person Specification

Youth Lead

Funded by BBC Children in Need

Job Details

Job Title: Youth Lead

Contract Type: Self-employed contractor (fixed-term, subject to continued funding)

Contract Fee: £8,500 per annum

Hours: Approximately 10 hours per week.

The role includes the coordination and delivery of three evening youth sessions each week. Contracted hours also include planning, preparation, supervision, monitoring, evaluation, administration and communication required to deliver high-quality youth work. Occasional weekend, holiday and community events may also be required.

Reporting to: Chief Executive Officer

Location: Longsight, Manchester, with occasional work across Manchester where required.

About Youth Elements CIC

Youth Elements CIC is a youth-led organisation committed to improving opportunities and outcomes for young people aged 11–24.

We believe every young person deserves the opportunity to thrive regardless of their background or circumstances. Through high-quality youth work we provide safe, welcoming and inclusive spaces where young people can build confidence, develop resilience, improve wellbeing, gain new skills and become active leaders within their communities.

Our programmes encourage participation, creativity, leadership, volunteering and positive community engagement while ensuring that young people remain at the centre of everything we do.

Overview of the Role

Youth Elements CIC is seeking an experienced, enthusiastic and motivated Youth Lead to coordinate and deliver engaging youth work programmes for young people aged 11–24.

This exciting role has been created through funding from BBC Children in Need and offers the opportunity to make a genuine difference to the lives of young people within our community.

Working closely with the CEO, volunteers and partner organisations, the Youth Lead will coordinate high- quality youth sessions that promote wellbeing, leadership, personal development, social action and positive life opportunities.

The successful candidate will develop trusted relationships with young people, encourage participation, provide appropriate support, promote safeguarding and ensure that all activities are inclusive, engaging and responsive to the needs and aspirations of young people.

The Youth Lead will play a key role in ensuring that young people's voices influence programme development while maintaining excellent standards of planning, delivery, monitoring and evaluation.

Purpose of the Role

The purpose of this post is to coordinate and deliver high-quality youth work that enables young people to:

- Build confidence and resilience.
- Improve their emotional wellbeing.
- Develop positive relationships.
- Increase leadership skills.
- Participate in community activities.
- Develop life skills.
- Improve aspirations and future opportunities.
- Feel safe, respected and valued.
- Influence decisions affecting their lives.

Key Duties and Responsibilities

The Youth Lead will:

Youth Work Delivery

- Coordinate and deliver high-quality youth work sessions for young people aged 11–24.
- Develop engaging programmes that reflect the needs and interests of young people.
- Create welcoming, inclusive and safe environments where young people can thrive.
- Build trusted and professional relationships with young people.
- Encourage participation, youth voice and co-production throughout all activities.
- Support young people to develop confidence, resilience and independence.
- Deliver informal learning opportunities that promote personal and social development.
- Promote positive behaviour and respectful relationships.

Planning and Programme Development

- Plan structured youth work programmes that meet agreed outcomes.
- Develop creative activities, workshops and projects.
- Support young people to plan and lead activities.
- Review programmes regularly to ensure they remain relevant and engaging.
- Identify new opportunities that enhance youth provision.

Safeguarding

- Promote the welfare and safety of young people at all times.
- Recognise, respond to and report safeguarding concerns in accordance with organisational procedures.
- Maintain appropriate professional boundaries.
 - Contribute to a safe and inclusive culture throughout Youth Elements.

Monitoring and Evaluation

- Maintain accurate attendance registers.
- Complete monitoring forms and session records.
- Record outcomes and impact.
- Contribute to reports required by funders.
- Collect feedback from young people to improve services.

Community Engagement

- Build positive relationships with parents, carers, schools and community organisations where appropriate.
- Represent Youth Elements positively within the community.
- Support outreach and community engagement activities.
- Encourage volunteering and community participation.

Partnership Working

- Work collaboratively with partner organisations and local services.
- Signpost young people to specialist support where appropriate.
- Contribute to partnership meetings when required.

Administration

- Complete planning and preparation before sessions.
- Maintain confidential records.
- Respond to communication professionally and promptly.
- Use Microsoft Office and digital systems effectively.
- Ensure records comply with GDPR requirements.

Health & Safety

- Follow all organisational policies and procedures.
- Carry out dynamic risk assessments where appropriate.
- Report accidents, incidents and near misses.
- Promote safe working practices.

General Responsibilities

- Demonstrate the values and ethos of Youth Elements.
- Attend supervision meetings and training.
- Participate in team meetings.
- Undertake any other duties appropriate to the role.

Person Specification

Essential Qualifications

- Level 3 Youth Work qualification (or recognised equivalent).
 - Enhanced DBS check (or willingness to obtain one).
 - Right to work in the UK.
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Essential Experience

- Minimum two years' experience working with young people aged 11–24.
 - Planning and delivering youth work activities.
 - Building positive relationships with young people.
 - Supporting young people from diverse backgrounds.
 - Recording outcomes and maintaining accurate records.
 - Working within safeguarding procedures.
 - Working independently and managing own workload.
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Desirable Experience

- Supporting volunteers.
 - Detached or outreach youth work.
 - Delivering accredited learning or awards.
 - Partnership working.
 - Community engagement.
 - Organising trips, residentials or community events.
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Essential Knowledge and Skills

- Strong understanding of youth work principles and values.
 - Good knowledge of safeguarding legislation and practice.
 - Understanding of equality, diversity and inclusion.
 - Knowledge of issues affecting young people.
 - Excellent communication skills.
 - Good organisational skills.
 - Ability to motivate and inspire young people.
 - Ability to manage challenging behaviour positively.
 - Good IT skills including Microsoft Office.
 - Ability to monitor and evaluate outcomes.
 - Ability to work flexibly.
 - Ability to work independently and as part of a team.
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Desirable Knowledge and Skills

- Trauma-informed practice.
 - First Aid qualification.
 - Mental Health First Aid.
 - Knowledge of AQA Awards or similar accreditation.
 - Experience using social media positively to engage young people.
 - Full UK driving licence and access to a vehicle, or the ability to travel independently across Manchester when required.
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Personal Qualities

The successful applicant will demonstrate:

- Passion for improving outcomes for young people.
 - Integrity and professionalism.
 - Excellent interpersonal skills.
 - Reliability and accountability.
 - Creativity and enthusiasm.
 - Emotional resilience.
 - Positive attitude.
 - Commitment to continuous learning.
 - Commitment to safeguarding.
 - Commitment to equality, diversity and inclusion.
 - Commitment to youth participation and youth-led practice.
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Safeguarding Responsibilities

Youth Elements CIC is committed to safeguarding and promoting the welfare of young people. The successful applicant will be expected to:

- Understand safeguarding responsibilities.
- Follow safeguarding policies and procedures.
- Report concerns immediately.
- Maintain professional boundaries.
- Complete safeguarding training.
- Promote a culture where young people feel safe, respected and listened to.

This role is subject to an Enhanced Disclosure and Barring Service (DBS) check, satisfactory references and safer recruitment procedures.

Additional Requirements

The post holder will:

- Work flexibly, including evenings, occasional weekends and school holiday provision.
 - Attend training and supervision.
 - Comply with all Youth Elements policies and procedures.
 - Promote Equality, Diversity and Inclusion.
 - Maintain confidentiality.
 - Comply with GDPR requirements.
 - Promote the positive reputation of Youth Elements CIC at all times.
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Why Join Youth Elements?

Joining Youth Elements means becoming part of a passionate youth-led organisation that believes in the potential of every young person. You will have the opportunity to shape programmes, influence young people's lives and contribute to building stronger communities through high-quality youth work.