



## **Job Description: Youth Support Supervisor**

**Job Title:** Youth Support Supervisor

**Reports To:** Hannah Smith Assistant Clerk, Lead Youth Officer

**Location:** Cophorne and Crawley Down

**Hours:** Part time 12 hrs. per week Hours TBC but will include a Thursday 14.00-20.00pm

**Salary Range:** £13.69 - £15.08 ph.

### ***Job Purpose***

To oversee the delivery and development of youth services in alignment with Worth Parish Council's Youth Strategy and Safeguarding Policies. The Youth Support Supervisor will lead a team of youth workers, ensuring a safe, supportive, and engaging environment for young people.

### ***Key Responsibilities***

#### **1. Risk Assessments**

- a. Develop, review, and maintain comprehensive risk assessments for youth programs and activities.
- b. Ensure all staff are informed and trained in adhering to risk mitigation measures.
- c. Monitor the implementation of risk controls to ensure the safety and wellbeing of participants and staff.

#### **2. Staff Management and Training**

- a. Organise and deliver training sessions for youth support staff, ensuring they are equipped with the skills and knowledge to perform their roles effectively.
- b. Conduct regular staff appraisals, provide constructive feedback, and set goals for professional development.
- c. Supervise and mentor team members to maintain a high standard of service delivery.

#### **3. Administrative Duties**

- a. Maintain accurate records, including attendance, incidents, and staff performance.
- b. Prepare reports for internal review and external stakeholders as required.

- c. Manage and prepare budgets, schedules, and resources effectively to ensure smooth operation of youth programs.

#### **4. Youth Strategy Implementation**

- a. Work in collaboration with the Parish Council to implement the Youth Strategy.
- b. Plan, develop, and evaluate youth services to ensure they align with the council's objectives and meet the needs of the local community.
- c. Foster strong relationships with stakeholders, including schools, community groups, and families.

#### **5. Safeguarding and Policy Compliance**

- a. Act as the safeguarding lead, ensuring adherence to all safeguarding policies and procedures.
- b. Handle and escalate safeguarding concerns in line with established protocols.
- c. Keep up to date with safeguarding legislation and best practices, ensuring they are reflected in all youth activities.

#### **6. Engagement and Advocacy**

- a. Promote youth programs and activities to maximise participation and engagement.
- b. Act as an advocate for young people, addressing their needs and challenges to provide a supportive environment for growth and development.

### ***Person Specification***

#### **Essential Skills and Qualifications:**

- Experience in managing or supervising youth services or programs.
- Knowledge of safeguarding policies and procedures.
- Strong administrative skills, including report writing and record-keeping.
- Excellent communication and leadership abilities.
- Proven ability to deliver training and conduct appraisals.
- Experience in creating and implementing risk assessments.

#### **Desirable Skills and Qualifications:**

- Relevant qualification in Youth Work, Social Work, or a related field.
- First Aid certification.
- Experience in working with local councils or community groups.

### ***Key Competencies***

- Leadership and mentoring.

- Decision-making and problem-solving.
- Empathy and interpersonal skills.
- Organisational and time management.
- Attention to detail.

***Additional Information***

- The position will require evening work term time. During School Holidays hours will be focused on delivering our holiday program and will include daytime sessions. Weekend work will be required occasionally for village events.
- A valid DBS and safeguarding certificate are required for this role.