

Youth Work - Training Lead



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This is an exciting opportunity to further develop the training offer from Romsey Mill. You will lead and coordinate the delivery of Level 2 and Level 3 Youth Work Training courses and other training opportunities to continue to strengthen and develop the youth work infrastructure both locally and regionally.

Alongside direct delivery you will coach and equip other members of the Romsey Mill team to be involved in delivering courses and one off training workshops around their specialisms. Themes for workshops will be needs-led but could include 'Detached Youth Work', 'Managing Challenging Behaviour' and 'Supporting Autistic Young People'.

You will oversee the recruitment and support of learners and identify new opportunities to train those involved in the youth work sector. Over the last 4 years, Romsey Mill has supported and trained over 150 learners to achieve either level 2 or 3 qualifications in youth work. You will manage the requirements of the awarding bodies and ensure procedures are followed.

You will also seek to develop opportunities nationally to train and equip both church and community based youth workers through one-off events and workshops.

Romsey Mill

Who we are

Romsey Mill (romseymill.org) is a Cambridge-based charity, creating opportunities with young people, families and local communities across Cambridgeshire and Peterborough.

Established as a community initiative by local churches in 1980, and now existing as a charitable company, Romsey Mill are with families who have children in their early years, teenage mothers and young fathers, children and young people living through serious life challenges. We grow positive relationships, develop engaging activities, provide practical and emotional support, enable learning and skills progression, promote inclusion and well-being. We do all this as an expression of Christian faith in action. Our staff team is comprised of 52 employees: 20 full-time and 32 part-time, with a full-time-equivalent of 35 staff members.

Romsey Mill has been providing youth work in Cambridgeshire for over 40 years; across our different areas of work Romsey Mill supports over 1000 young people each year and employs 19 youth workers including individuals situated in Cambridge City, Peterborough and South Cambridgeshire.

Romsey Mill Registered charity number: 1069905



Our Vision & Values

Romsey Mill's vision is of a transformed society where all young people, children, and families fully belong, positively contribute, and thrive. Working to make this vision a reality, the mission and intent of Romsey Mill is to create opportunities with young people, children, families and communities to overcome disadvantage, promote inclusion and develop personal, social, and spiritual wellbeing.

Romsey Mill's vision for the future and purpose in the present continue to be inspired by our beliefs and values. We work openly and inclusively with people of any faith and of none.

KEY TASKS AND RESPONSIBILITIES

Delivery

- Design, schedule and deliver Level 2 and Level 3 Youth Work courses and one off-workshops/training events on an annual basis.
- Develop content and learning materials, utilising both in-person and online delivery methods that engage and equip learners.
- Ensure that learners/candidates are registered with the necessary awarding body and all relevant paperwork completed.
- Collect and collate copies of all assessor's CVs and assessor qualifications and ensure that they adhere to the standards of the awarding body.
- Utilise Romsey Mill Centre and other community spaces for the delivery of training courses and one-off workshops.
- Further develop young leader training within our Youth Development Team.

Management & Operations

- Lead, co-ordinate and develop youth work training opportunities for employed youth workers, volunteers and young leaders both regionally and nationally in order to share knowledge, equip others and develop the youth work infrastructure.
- Oversee and monitor the quality of delivery; where necessary train and equip other members of the Romsey Mill team who may be involved in teaching.
- Coordinate the production of publicity materials (digital and print) to promote learning opportunities; oversee the recruitment of learners.
- Ensure that, as a registered Training Centre, effective internal verification procedures are in place and the necessary requirements of the awarding bodies are being followed, underpinned by required policies.
- Actively engage in team meetings and contribute to programme development and action plans.

Partnerships

- Be an advocate for Romsey Mill and undertake consultancy work that develops the wider youth work sector and enhances the reputation of Romsey Mill.
- Create, lead and contribute to strategic partnerships with funders and other learning providers in order to enhance and develop Romsey Mill's training offer.
- Be a face-to-face contact with the public, representing Romsey Mill to individuals and organisations and reflecting the distinctive and inclusive values and ethos of our organisation to those whom we serve.
- Offer support to grassroots community organisations supporting them to grow their youth work capacity.

Development

- Research opportunities to further develop our training offer and the methods used e.g. webinars, recorded video clips, podcasts in order to extend the reach of our current training and raise the profile of Romsey Mill.

Policies

- Ensure that all activities and courses for which you are responsible are delivered in accordance with agreed health and safety, equal opportunities, safeguarding and other key policies/procedures.

Reporting

- Ensure effective monitoring and information/data gathering is being undertaken to demonstrate the impact of training.
- Work with the fundraising team to identify, compile and oversee relevant funding bids for courses and grants to enable us to subsidise the cost for individual learners.
- Ensure the deliverables outlined in formal contracts and successful funding bids are completed and that relevant reporting procedures are adhered to.

Person Specification

Criteria	Essential	Desirable
Education & Qualifications		
<ul style="list-style-type: none"> • 5 years of professional youth work experience with a track record in training and development • BA (Hons) or PG Cert/PG Dip or MA in Youth and Community Work or Youth work and Community Development or other JNC recognised professional range youth work qualification • A teaching, training or coaching qualification 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience & Skills		
<ul style="list-style-type: none"> • Considerable experience of developing relationships and delivering effective youth work • Experience of teaching and/or the design and delivery of youth work training to adults and young people • Experience of partnership working and overseeing contracts with external organisations • Proven management skills and the ability to envision and inspire others • Skilled in developing, leading and managing self and others • Excellent communication skills – both verbally and in writing • Experience of partnership working in a community development context • Ability to plan and prioritise workload within a context of multiple demands • Hold a current driving licence • Access to a private vehicle for work use • Knowledge of the area and existing local networks • Good understanding of and commitment to Equal Opportunities • Good knowledge of Health and Safety management • Good understanding and knowledge of Safeguarding Children and Safeguarding Adults at Risk 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓
Attributes		
<ul style="list-style-type: none"> • Dynamic and passionate about youth work and its ability to transform the lives of young people • Enthusiasm for the understanding and practice of coaching and training techniques • A confident and articulate individual able to communicate effectively across a range of contexts • Highly self-motivated, with proven ability to exercise initiative and lead new projects • A pioneer and strategic thinker who can set a vision, inspire others behind it, and enable implementation • Ability to support staff in order to help them develop 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	

Criteria	Essential	Desirable
Attributes		
<ul style="list-style-type: none"> • A creative person with the ability to inspire others. • Flexible over hours of work. • Ability to take the initiative and respond effectively to issues as they arise • Act with integrity and empathises with others • Proactive in responding to needs to support the organisation • Proven ability to be highly adaptable and manage, with effectiveness, multiple tasks and projects 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	

Place of work: Romsey Mill Centre which consists of various offices, meeting/training rooms, an arts and media suite, a sports hall and other amenities. You will also make use of other community facilities suitable for the delivery of courses and workshops.

You will have authority to act within the parameters set by the Programme Manager and will be directly line-managed by them. You will work with other Programme Coordinators and staff. You may be required to meet occasionally with Romsey Mill's Board of Trustees.

Terms of Employment

This is a part-time role (22.5 hpw). However, depending on interest, skills, and experience of applicants there is opportunity to increase the working hours up to a full-time role.

- Location :** Cambridge (Romsey Mill Centre)
- Contract:** Permanent
- Salary:** £26,975 - £30,095: (FTE, pro-rata for part-time)
A higher salary point may be considered for a candidate with exceptional experience, able to take on more responsibilities.
- Leave:** 25 days pro-rata annual holiday plus public holidays
(with further increases based on length of service)
- Pension:** Qualifying Workplace Pension under auto-enrolment
- Training:** In-service training and other learning opportunities



How to Apply

You can apply for the role using the online application from at <http://www.romseymill.org/work-for-us/>

Completed application form with covering letter and monitoring form should be submitted to Diane Hicks either by email: diane.hicks@romseymill.org or by post: Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ.

We are accepting applications on a rolling basis. Interviews will take place as appropriate.

For any enquiries or to arrange an informal conversation about the role please contact:

James Bennett, Programme Manager, Email: james.bennett@romseymill.org or call: 07818664178

ROMSEY MILL

Creating opportunities with young people and families

