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# The South Hampstead And Kilburn

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Community Partnership

## Youth Centre Manager

**Full time-** 35 hrs per week

**Salary:** £35,000-£37,000 p.a.

SHAK is a resident led charity based on the Alexandra and Ainsworth estate in the Kilburn Ward of Camden, London, dedicated to supporting residents and young people living in an area of high deprivation.

We are looking for a talented and enthusiastic individual to manage and further develop the ARC youth club, coordinating youth activities and programmes based on and around the huge Alexandra & Ainsworth estate in NW London.

Our Mission is to work with local young people and adults to improve well-being, inclusion and life chances by nurturing talents, passions, skills and confidence.

### **Specific responsibilities include:**

- Managing & promoting the ARC Youth project, engaging beneficiaries, ensuring the project is inclusive and reflects the needs and interests of diverse groups.
- Managing Youth Centre staff team of 2 p/t youth workers and volunteers
- Co-ordinating & delivering activities & opportunities for young people.
- Maintaining and developing youth-led culture.
- Evaluating & demonstrating impact of work. Reporting to funders, management & trustees on outcomes and outputs.
- Ensure ARC youth club is a safe and well-maintained venue for young people to enjoy.
- Building and maintaining partnerships which deliver outcomes for young people
- Developing intergenerational initiatives which bridge gaps between younger and older generations.
- Supporting development of SHAK Communications strategy
- Work productively with wider SHAK team to support overall organisation's objectives and needs.
- Support the CEO to carry out core organizational function e.g. Reports, communications, Finances

## **Skills & Experience**

- Level 3 Youth Qualification or willingness to complete level 3 qualification with SHAK
- Excellent knowledge and practice of Safeguarding policy and procedure.
- Proven engagement skills with young people and community
- Managing staff, projects and buildings.
- Budget management
- Developing quality standards (e.g. Youth Quality Mark)
- Good Communication & IT skills

## **Personal Attributes**

- Highly motivated and driven by positive values and commitment to motivating others.
- Flexible and adaptable against a background of change
- Resourceful- ability to work on own initiative and apply effective problem-solving techniques while maintaining an organisational perspective.
- Creativity, high level of resilience & commitment

**This recruitment is carried out in line with safe recruitment procedures. These procedures are available by clicking [here](#).**

**This post requires an enhanced DBS check before any job offer is confirmed.**

**We are an equal opportunities employer and welcome applications from all suitably qualified persons.**

**To apply: Visit <https://www.charityjob.co.uk/jobs/south-hampstead-and-kilburn-community-partnership/youth-centre-manager/889445>**

**Closing date: March 17<sup>th</sup>, 2023**