



## **The Leys Community Development Initiative**

Blackbird Leys Community Centre, Blackbird Leys Road,  
Blackbird Leys, Oxford, OX4 6HW

Tel: 01865 395908 [charitymanager@leyscdi.co.uk](mailto:charitymanager@leyscdi.co.uk)

### **Job Description**

## **Leys CDI Youth Project Development Manager**

**Location:** The Barn and the Clockhouse, Nightingale Ave, Oxford OX4 7BU

**Salary:** £34,000 per annum, pro rata, depending on experience (£19,040 per annum based on 21 hours). More hours available during summer holiday/half terms and Easter Break.

**Hours:** 21 hours per week.

The Leys CDI is a long running charity based on the Leys estate, which as an organisation runs successful youth projects that focus on work with children and young people aged 9 to 25..

Currently we are seeking an experienced and inspirational Youth Project Development Manager to support and enhance our great work, by recruiting, leading and managing a team of youth workers and volunteers that continue to deliver projects for the benefit of young people in the Leys.

Project planning and implementation, whilst working closely with the local authority, partners and funders is also essential within the role, to ensure holiday projects and evening youth projects continue to receive vital support and funding.

The successful applicant will have a proven track record of working with children and young people and the skills set which will ensure the delivery of a positive and long-lasting program.

### **Main duties and responsibilities include:**

#### Youth Projects

- Plan and implement youth projects to meet the needs of young people in the Leys.
- Ensure all projects are delivered effectively and in accordance with all policies and procedures.
- Ensure monitoring & evaluation of projects.
- Manage project budgets.
- Manage participants' data. [Podio system in use]

The Leys Community Development is a Registered Charity and Company Limited by Guarantee. Charity Number 1137129 | Company Number 6918476

## Promotion and PR

- Manage all social media and public platforms for the youth projects.
- Promote Leys CDI youth projects to the community.
- Develop and maintain relationships with funders, partners and stakeholders.
- Liaise with young people, and parents/carers on project design.

## Staff

- Lead a team of weekly and sessional youth workers and volunteers.
- Work with the Charity Manager to ensure the effective management, motivation, training and development of all staff.
- Ensure staff reviews are carried out regularly, training needs are identified, and relevant training plans are in place.

## Development

- Work with the Charity Manager on strategic planning, monitoring progress, evaluation of projects, and fund-raising bids.

## Key Requirements:

- Experience of youth work in a similar setting/context.
- Experience in managing youth projects.
- Qualifications in Youth & Community work.
- Safeguarding expertise.
- IT and Social Media skills.
- Broad knowledge of youth and community issues, particularly with regard to young people from disadvantage communities, working with young people aged 9-25.
- A passion for youth development.
- Fundraising experience for youth projects
- Excellent organisational skills.
- Experience of successfully achieving outputs and outcomes against targets.
- Knowledge and understanding of policies that impact on young people.

## Other requirements:

- Outreach experience
- Full and clean driving licence.

Additional Duties As stated by the Trustee Board. This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Leys CDI reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Charity.

**DIRECTLY RESPONSIBLE TO:** The Charity Manager.

**DIRECTLY RESPONSIBLE FOR:** Development and implementation of youth work projects.

The Leys Community Development is a Registered Charity and Company Limited by Guarantee. Charity Number 1137129 | Company Number 6918476

The post-holder must be willing and able to work three evenings [after school sessions] a week and very occasional weekends, as part of the 21 hour week. Flexible working options are available outside of youth session times. During school holiday projects it will be necessary to work longer hours at additional pay.

This post is subject to a range of pre-employment checks including a Criminal Records Enhanced Disclosure for the successful candidate.

This post is initially offered as a 12 month contract.

**To apply:** Please email a full CV and covering letter to [www.charitymanager@leyscdi.co.uk](mailto:www.charitymanager@leyscdi.co.uk)

Please email to [charitymanager@leyscdi.co.uk](mailto:charitymanager@leyscdi.co.uk)

**Closing date is midday on Wednesday 14<sup>th</sup> February 2024.**

**Successful candidates will be notified with interviews to be held in the week beginning the 19th February 2024.**