

Job Title:	Regional Youth Programme Lead	Job Band:	Band 4
Reporting to:	Head of Youth	Size of Team:	Upto 8
Direct Reports:	Up to 10 casuals and volunteers		

This role will support the delivery of SJA youth programmes by working across a Region to expand the reach of SJA and our work with young people in their communities. The role holder will be responsible for projects and workstreams delegated by the line manager, to develop and implement new programme opportunities and deliver service improvement.

This is an integral part of delivering the organisation's drive to increase youth volumes and broader participation in St John Ambulance (SJA) related activities and improve SJA's contribution and impact at a community level. The post-holder is responsible for making this happen in the Region.

Key Responsibilities

- Responsible for developing, promoting and implementing new programmes/initiatives and resources for young people and youth leaders in line with SJA's vision and mission – for example leading for the region on the expansion of youth programmes funded by UYF
- Lead and deliver projects and ongoing workstreams as delegated by the line manager as part of the overall youth & volunteering team strategy and delivery plan
- Recruit and manage a team of SJA people as appropriate for the effective delivery of these projects and workstreams
- Develop, maintain and review strategic partnerships and networks within Region to identify and pursue opportunities for expanding SJA's work with young people
- Develop, maintain and review strategic partnerships and networks appropriate to projects and workstreams
- Actively promote and provide subject matter expertise on youth programmes
- Develop and manage project and workstream budgets as appropriate and report as required
- Liaise with other SJA teams and departments, volunteers, young people, their leaders and the general public and deal with day-to-day enquiries relating to our work with young people.
- Implement a performance management culture in line with SJA policies, including making sure that 1-1s, performance and development reviews and team meetings take place regularly and with recorded outcomes and actions
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be able to work frequent evenings and weekends

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) with 5 GCSE's including Maths & English	✓	
Degree level education or equivalent combination of relevant skills and experience in youth and community work or education		✓
Experience		
Experience of designing and developing programmes for young people	✓	
Experience of working with young people	✓	
Experience of working with volunteers	✓	
Experience of managing a small team of people	✓	
Proven project management experience	✓	
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to influence and drive collaboration across multi-function teams	✓	
Proven planning, presentation and organisational skills	✓	
Strong team working skills		✓
Ability to work under pressure and to strict deadlines and prioritising own workload	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: MF

Date of preparation: Jan 2019



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