

## Leatherhead Youth Project (LYP)

LYP has been providing award winning innovative youth work for 13 years. LYP was founded in 2005 by Mole Valley District Council and three churches in Leatherhead and now enjoys support from a wide variety of community organisations and statutory agencies. We have an excellent reputation in our local community as well as throughout Surrey for youth work and counselling services that bring transformation to young peoples lives.

We currently employ 9 experienced youth workers and counselling practitioners, and have a brilliant team of volunteers and supporters serving the project in a variety of ways. Our staff and volunteers are highly committed and skilled, and they are the heart of our organisation.

Alongside our core relational youth work project, we have 21 projects that support young people. All our projects are designed in response to the needs of local young people, and we are able to respond flexibly and creatively when we identify areas where young people need support. We deliver this work in Leatherhead, Bookham and across Mole Valley in partnership with a variety of statutory and third sector partners.

We enjoy the support of many highly committed funders including 'The Community Foundation for Surrey'; 'Children in Need' and 'The Big Lottery Fund' who have recently awarded us funding for the next five years. LYP is very well placed to continue to develop and innovate in the coming years, building on the strong foundations that have been laid over the past 13 years.

- *Application is via application form. If you would like to include a CV then please ensure it does not exceed two pages in length.*
- *The closing date for applications is Friday 23rd November.*
- *Interviews will take place on the week commencing 3rd December.*

## Job Description, Person Specification, Terms of Employment, Advert

### Chief Executive - Leatherhead Youth Project (LYP)

<b>Job Title:</b>	Chief Executive
<b>Responsible to:</b>	Chair of Board and/or Appointed board member & Executive Team.
<b>Main responsibility:</b>	<b>The visionary leadership and effective development of LYP so that each young person has access to high quality youth work and can experience transformation.</b>
<b>Working with:</b>	The board of LYP, The LYP staff team, key stakeholders & core partners
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>● Lead, envision &amp; develop LYP to enable the transformation of young people's lives</li> <li>● Support &amp; develop the Christian ethos of the whole organisation</li> <li>● Maintain and develop innovative and transformative youth work delivery in partnership with the whole staff team</li> <li>● Maintain and develop excellent counselling services for young people, in collaboration with other managers.</li> <li>● Be responsible for the line management of the staff &amp; volunteer team, in collaboration with other managers</li> <li>● Invest in professional development across the organisation</li> <li>● Hold responsibility for safeguarding in collaboration with the designated safeguarding lead</li> <li>● Maintain &amp; develop effective internal and external communications in collaboration with other team members</li> <li>● Maintain &amp; develop effective relationships with key funders, partners, supporters and volunteers</li> <li>● Lead and develop the fundraising strategy for LYP in partnership with the fundraising officer</li> <li>● Maintain &amp; develop the effective management of the building and the administrative processes that support the work of LYP</li> <li>● To work in a mutually supportive partnership with the board and managers of AllSaints Coffee Shop, LYP's</li> </ul>

	<p>social enterprise subsidiary</p> <ul style="list-style-type: none"><li>● To attend the board meetings &amp; report to the board, of LYP on a regular basis reporting against pre-agreed objectives</li><li>● To develop a collaborative and envisioning relationship with their line manager and to meet regularly with their line manager &amp; executive team to monitor progress against agreed targets</li><li>● To regularly meet and work with the finance director to ensure that work is delivered within agreed budgets</li></ul>
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## MAIN TERMS OF EMPLOYMENT

<b>SALARY</b>	<b>£32,000 pa</b>
<b>HOURS OF WORK</b>	<b>37 hours per week worked over 5 days</b>
<b>ANNUAL HOLIDAY</b>	<b>24 days + bank holidays</b>
<b>SICK PAY</b>	2 weeks full pay plus 2 weeks half pay in any 12 month period
<b>PENSION</b>	Contributions in line with automatic enrolment requirements
<b>PROBATIONARY PERIOD</b>	3 months from date of appointment.
<b>NOTICE PERIOD</b>	Minimum 6 weeks

## PERSON SPECIFICATION

Area	Criteria	Essential / Desirable
<b>Education</b>	Graduate level education or equivalent in a relevant area.	Essential
<b>Experience</b>	Minimum 5 years experience in youth work delivery and management.	Essential
<b>Personal</b>	A committed Christian in good standing with their faith community.	Essential
	Able to care for self and committed to own personal growth.	Essential
	Effective communicator	Essential
	Highly relational and collaborative.	Essential
	Awareness of the challenges that young people can face regarding their mental health & wellbeing.	Essential
	Pro-active with a 'can do' approach.	Essential
	Discrete and confidential	Essential
	Reliable and resilient	Essential
	Has the right to work in the UK	Essential
<b>Skills, knowledge and abilities</b>	Good understanding of youth work practice.	Essential
	A good knowledge and experience of implementing safeguarding procedures.	Essential

	Experience of managing and developing a paid staff team, including line management and personal development.	Essential
	Good knowledge of funding streams and fundraising processes.	Essential
	Good knowledge and experience of administrative, planning and organisational processes.	Essential
	Good knowledge of local authority structures, 'early help' and council community youth work.	Desirable
	An effective and experienced networker with the ability to develop teams.	Essential
	Good awareness of mental health in young people.	Desirable
	The experience of developing a communications strategy that reaches both young people, volunteers and funders/supporters.	Desirable
	The ability to understand and maintain budgets.	Essential
	IT: Good knowledge of MS Office. Good level of knowledge of Cloud-based software systems. Good knowledge of Social Media.	Essential