**Youth Project Lead Job Description**

**Salary:** £13.75 per hour (£11,440pa)

**Hours:** 16 hours per week   
(includes 7 hours face to face, working hours Tue 5.30 - 8pm, Wed 5 - 8.30pm and Thursday 6 - 8pm. Additional hours to be decided with the Development Coordinator in line with the charity's requirements. Weekends and holiday periods hours to vary)

**Contract:** Permanent

**Base:** The Activity Den, Tanfield Lea, Stanley, County Durham. DH9 9LU

**Holidays:** 30 days annual leave per annum (pro rata) including bank holidays

**Accountability:** The Youth Project Lead will be accountable to the Development Coordinator

**Purpose of the Post**

The Youth Project Lead will be responsible for coordinating and planning The Den’s youth clubs, Young Volunteers Task Force, activities and events for children and young people. The post holder will supervise our team of Den Assistants who support our face to face youth work and look after our building.

Working closely with the Board and Development Coordinator, the Youth Project Lead will ensure that the project continues to grow into a well-run, welcoming place for children, young people and their families.

**Main Duties**

* Develop Den groups and programmes that are relevant to the local needs of young people and their families
* Take the lead role in the planning, coordination, publicity, promotion and delivery of high-quality face to face work
* Line Manage, support and supervise front facing staff in facilitating Den Groups and activities and other duties.
* Support and supervise our Young Volunteers in their development and managing their volunteering activities
* To complete small grants applications and monitoring reports for project specific work with support from the Development Coordinator
* Regularly consult with Den members, their families and community members to identify their needs and plan activities and services to meet those needs
* Be responsible for effective session planning and record keeping
* Be responsible for health and safety, risk assessments and safeguarding at Den group level
* Ensure appropriate records are maintained including but not limited to registration documents, health forms, diary logs, risk assessments, safeguarding forms
* Purchase all resources for all youth clubs, activities and small events
* Ensure that Den members participate in decision making, planning, governance, and evaluation of the face to face work
* Ensure food hygiene legislation is adhered to along with accompanying records
* To establish and develop relationships with a range of agencies, organisations and community groups relevant to the needs of The Activity Den to enhance services for young people.
* Deliver training to Den staff and volunteers where appropriate
* To work in line with organisational policies and procedures to deliver high quality youth work
* To work evenings and weekends when appropriate to meet the needs of The Activity Den and its groups and activities
* Assist in the project management of any projects developed and run by The Activity Den including monitoring and reporting progress to the Board and project funders
* In the absence of the Development Coordinator, take the lead role or otherwise support all Health and Safety, and Risk Assessments for The Activity Den and club delivery
* To deal professionally with enquiries made by community members, partner agencies and other community organisations either in person, by phone, by e-mail or by other means with regard to use of the Den and its facilities
* To ensure that arrangements are in place for opening and closing the Den and for preparing the Den for use
* To produce reports as requested by the Board and Development Coordinator
* Any other duties which may reasonably be required by The Activity Den Board

**The Activity Den**

**February 2025**