

A photograph of four young girls in a grassy field. They are dressed in outdoor clothing like jackets and boots. One girl on the right is holding up a certificate. In the background, other people are walking on a path through the field under a clear sky.

WE'RE HIRING...

**HEAD OF
YOUTH WORK**

We're looking for an experienced and highly motivated Youth Practitioner to become part of the Matrix family as our Head of Youth Work

If you can model excellent practice, motivate a team and manage projects we'd love you to be part of our innovative organisation that helps young people make the most of their lives.

WWW.MATRIXTRUST.COM/VACANCIES

Matrix | Allen House Pavilion. Guildford, Surrey | 01483 574900



Dear Applicant,

Thanks for your interest in joining the Matrix Family.

Why Matrix?

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now we are investing into new projects as well as developing our more established ones and we're looking to grow a team who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

Why Guildford?

Don't be put off by thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

This year we have worked with nearly 300 unique young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and have impacted more than 2000 other young people across a range of activities and provision. Take a look at our latest newsletter to read some of our young people's stories!

Where does this role fit?

This role is essential to allow us to continue to grow and evolve to meet the needs of young people across Guildford Borough, by engaging the local community in fundraising events and communicating with them about our work. Working alongside our Fundraiser and the CEO this role will enable us to increase our community support and fundraising income on both physical and digital platforms. If you have good communication skills, love getting people involved and can take initiative while mucking in with a team this could be the role for you.

Come and join the adventure!

Thanks again for taking the time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,

A handwritten signature in black ink, appearing to read 'Misty'.

Misty, CEO



OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough.

We're looking for an experienced, highly motivated and enthusiastic individual who is seeking a leadership role in an evolving charity.

You will grow, develop and manage all our youth work across Guildford Borough, leading and developing a team of paid and volunteer staff, maintaining quality of delivery and modelling excellent practice.

Hours: Full-time | Salary: £26,000 - 30,000 (depending on experience)

WWW.MATRIXTRUST.COM

Matrix | Allen House Pavilion, Guildford, Surrey | 01483 574900

This is an exciting role for an experienced and highly motivated Youth Practitioner to become part of the Matrix family as our Head of Youth Work.

As part of the Senior Management Team you will oversee all delivery, develop the youth team and bring into life our flagship Youth Cafe Drop-in.

This is a new and vital role that will enable Matrix to continue to grow and develop its youth work across Guildford Borough.

What would I be doing?

You will be expected to take responsibility for overseeing all delivery and ensuring excellence across all Matrix youth projects as well as managing and training our delivery team and modelling excellent face-to-face youth work yourself. You will also be part of the Senior Management Team, and work to ensure that all we do nurtures, inspires, connects and empowers young people so they can make the most of their lives.

In the Autumn Term 2020 we expect to launch our new after-school Youth Cafe Drop-in, which this post holder will be expected to lead with the cross-church collaboration team, setting up and establishing it as a flagship project across the Borough.

What do we expect from you?

The role of Head of Youth Work is a new role that will enable Matrix to continue to grow and develop its youth work across Guildford Borough. You will be expected to take responsibility for developing, increasing the impact of and ensuring excellence across all Matrix youth projects. You will also be responsible for recruiting, training and developing a delivery team to work with and for young people, as well as modelling excellent face-to-face youth work yourself.

You will also be part of the Senior Management Team, taking responsibility for the youth delivery and the delivery team, ensuring that all we do nurtures, inspires, connects and empowers young people so they can make the most of their lives.

The post-holder will ideally be an experienced youth worker and excellent practitioner who is looking for a new challenge that utilises your skills of youth project delivery and people management in helping Matrix grow to the next level.

Project Supervision and Development

Matrix operate a variety of projects across schools and the community, meeting the needs of young people aged 10-18. The Head of Youth Work will be expected to:

- take responsibility for the effective delivery and outcomes of each project including, but not limited to: coordinating staff and volunteers, managing programs, equipment and ensuring policies and procedures are followed, ensuring each project is well planned and executed and meeting the needs of the young people it aims to serve
- work with the youth delivery team to ensure targets are reached
- work with the wider team and CEO to identify ongoing needs and develop new projects as required
- model excellent practice by doing some face-to-face youth work delivery across a variety of projects, in both school and the community
- contribute to fundraising and grant applications where required to ensure the continuation of projects
- innovate new or improve existing provision to fill identified gaps or needs, including designing, planning and promotion (within a specified budget)
- carry out research to ascertain the needs of young people in the area

In the Autumn Term 2020 we expect to launch our new after-school Youth Cafe Drop-in, the Head of Youth Work will be expected to lead the cross-church collaboration team to set this up and establish it as a flagship project for Matrix and the Borough, developing working partnerships with stakeholders such as police and children's services.

Youth Team Management and Development

This post holder will be responsible for the development and management of the delivery team, including paid staff and volunteers. You will be expected to:

- Recruit, train, supervise and support the project delivery team (paid and volunteers) to enable the projects to run effectively
- Line manage youth workers and ensure interns and volunteers are line managed and supervised effectively
Hold regular team meetings with project teams for debrief, planning and training
Ensure that your team work to the Youth Work Standards
- Create and be accountable to an annual plan for each project
- Gain feedback from young people to improve projects and empower them to make a difference in the project and their community
- Follow the Matrix model to enable young people to grow
- Ensure that all attendees feel part of Matrix and the projects they attend
- Be responsible for the budget management of each project
- Provide / arrange cover when staff are absent
- Ensure your team engage in the community in which they work through networking or specific relationships
- Support Project Leads in the delivery, management and development of their projects
- Help deliver residential

You will also be expected to model excellent youth work to your team including demonstrating how to:

- Create a fun, welcoming and secure environment at each project
- Provide activities for young people that inspire and empower them
- Develop nurturing relationships with young people in your projects
- Encourage young people to take part in the activities provided

- Work to the Youth Work Standards
- Manage behaviour and create a safe environment for all
- Pro-actively analyse and respond to the physical, intellectual, emotional and spiritual needs of all young people you work with, providing opportunities for them to develop in these areas
- Monitor, evaluate and record the development of young people who attend your projects
- Provide basic information and sign-posting for areas outside your specialism
- Liaise with the DSL on any arising issues or concerns

Senior Management Team

This role carries a level of responsibility and you will be expected to:

- Meet regularly as part of the Senior Management Team, engaging in decision-making and innovation, in particular in the areas of: strategic planning, operations, human resources and impact measurement
- Work with the CEO to progress Matrix youth work methodology and theory of change, disseminate this to the team and monitor its impact
- Provide impact reports to the SMT and Board as required
- Write reports for grant funding for community projects
- Help shape and promote the culture of Matrix throughout the whole Matrix Family and youth provision
- Ensure policies are in place and updated for all delivery
- Take responsibility for developing and monitoring the quality of the Youth Work across Matrix staff and volunteers
- Take on the role of Deputy DSL

Representing Matrix as the Head of Youth Work

- Take part in relevant networking events (such as meeting with the community safety wardens, local schools, churches, Police and PCSO's)
- Work collaboratively with key stakeholders, organisations and agencies to developing effective youth work in your key areas
- Periodically promote the work of Matrix through speaking engagements, assemblies and / or church visits

In addition every member of Matrix is involved in fundraising and some whole team projects (eg: Ready 4 Action). As a Senior Team Member you will be required to:

- Support the fundraising team by ensuring that they have up-to-date information on projects and impact
- Attend fundraising events as required during the year
- Input into the grant funding process
- Support or run workshops or other fee-generating youth activities

How will it work?

As Head of Youth Work you will be expected to take responsibility for delivery of all youth work across the charity. You will work independently, leading a team of paid and volunteer youth workers and report to the CEO, working alongside the Senior Management Team and Trustees to bring the vision into a reality.

Team Expectations

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

The team are practising Christians working from within the Christian ethos and praying together regularly as a team, expecting you to do the same.

We expect you to:

- Fit in with our core values, to be: positive, relational, innovative, collaborative and fun
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces)
- Take part in occasional team projects such as Ready 4 Action
- Work across agencies and Matrix teams

You will mainly be office-based, however, due to the nature of the charity and role, you may be expected to work some evenings and occasional weekends. Most hours will be based at the Matrix Hub, unless previously agreed. Any specific changes to your working week will be cleared through your Matrix line manager.

What we offer you

- 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- A mentor from a local church (if required)
- Training that develops your skillbase (as needed)
- Regular line management and supervision
- Flexible working arrangements, where possible
- A nurturing and supportive team

Hours: Full-time

Salary: £26,000 - £30,000 (depending on experience)

Who are we looking for?

We are looking for an individual who would like to invest in an evolving charity and help move it into its next phase. You should have at least 5 years of youth work experience, including management of team and projects.

ESSENTIAL

- A proven track record of at least 5 years youth work experience in a community context
- Strong interpersonal and communication skills
- Able to relate easily to young people from a variety of backgrounds and develop positive relationships that enable change in their lives, setting appropriate boundaries
- An understanding of the issues young people face today
- Experience of managing and having fun in delivering youth projects
- Highly motivated and enjoy taking initiative
- Enjoy working in a flexible, growing, energetic team
- Experienced in managing teams (including volunteers) and able to mobilise and motivate them
- Agree with and able to support and work within the Christian ethos (this job has a "genuine occupational requirement" (GOR) for the post to be filled by a Christian)
- Able to work within the values of the Matrix, including taking a 'can do' approach to your work
- Able to move quickly between multiple work locations within and around Guildford
- Competent IT and administrative skills
- Experience of undertaking assemblies or other speaking engagements
- Can demonstrate your ability to bring ideas to the table and put them into action
- Experience of developing professional relationships with senior figures in schools, councils and other local organisations

DESIRABLE

- A relevant Professional qualification in youth work or equivalent specialism
- Project management expertise
- Track record in project initiation and development
- Experience of conducting basic research with young people
- Experience in working across schools and the community
- Knowledge of Guildford Borough and its young people and issues



WANT TO JOIN THE TEAM?

HOW TO APPLY

To apply for this post, you just need to do 2 things:

Complete the Application Form in the Application Pack

AND

Email it to hr@matrixtrust.com

Any questions, just give Misty a call: 01483 574900

All applications must be in by 5pm, August 31st 2020

Interviews will take place the following week | Start date ASAP from September