

## **Job Profile Information: Silverdale Project Manager**

**This supplementary information for Silverdale Project Manager is for guidance and must be used in conjunction with the Job Capsule for Job Level 4 Zone 1**

**Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

### **Role Purpose:**

- To oversee the Silverdale Motorcycle Project which works with young people to offer holistic support services that develop their personal and social skills and participation in society.
- To maximise the income of the Silverdale Motorcycle Project through the schools traded services and fund raising.
- To devise and work to a project business plan to develop the income and reach of the Silverdale Motorcycle Project
- To ensure young people attending the Silverdale Motorcycle Project have a differentiated curriculum according to an assessment of their needs that promotes progression.
- To manage any other programmes that run from the centre to support the participation of young people.

### **Outcomes / objectives that this role will deliver:**

- Establish good relationships with young people, in order to identify their needs and ensure their engagement in the planning, organising, delivery and monitoring of the Silverdale Motorcycle Project.
- To manage referral processes and develop risk assessments
- Design, lead and implement a programme that meets the needs of the young people.
- To use a variety of creative and innovative approaches to effectively engage with young people from diverse backgrounds and enable their access to positive activities and services.

- To gather information, analyse and assess in order to review project outcomes, manage risk and safety/wellbeing accurately using appropriate screening and assessment tools; taking necessary measures to ensure welfare needs are dealt with effectively.
- Working collaboratively with a wide range of agencies to deliver an innovative programme that promotes participation and progression in education and employment.
- To maintain clear, precise and appropriate records on client information systems, in accordance with local standards and by maintaining confidentiality and data protection guidelines.
- Utilise effective planning, monitoring and evaluation techniques to assess the quality of the work being delivered, against quality assurance and local and national inspection frameworks, taking action when required to address work that falls below a satisfactory standard.
- Contribute to the development of team/ project/service plans and procedures for the service to ensure these reflect the needs of young people.

### **People Management Responsibilities:**

Yes – you will be responsible for managing tutors and youth workers

### **Relationships;**

The post holder will be required to liaise with various teams and services across the Supporting People department and with external agencies on regular basis.

### **Work Environment:**

- This role requires flexibility in order to meet fixed deadlines and competing priorities
- The role may involve working unsocial hours, including evenings, weekends and on-call arrangements.
- The post holder may engage with young people who present challenging behaviour.
- The public contact element this role involves regularly coming into contact with people, some of whom may at times be distressed, agitated and, from time to time challenging.

## **Technical Knowledge and Experience:**

### Essential Knowledge:

- A very good understanding of approaches to young people's development, the purpose and methods of social and informal education including CEIAG, Substance misuse, Youth offending etc.
- Strong understanding of the education system, curriculum, key stages, and structures for learner and learning support
- Good understanding of the factors that limit educational and personal achievement for young people.
- An understanding of current trends and policies influencing young people's services and integrated working within a multi-agency framework.
- A good knowledge and understanding of the youth justice principles and practices, along with safeguarding and child protection and data protection regulations
- Understanding of the Council's Equal Opportunities Policy and legal requirements for anti-discriminatory practice within all practice.
- A good understanding of evidence and outcome based practices
- Proven ability in engaging with young people, setting and maintaining clear boundaries, building relationships and positively influencing change.
- The ability to facilitate the personal and social development of young people through advice, support, motivation, leadership and advocacy and through programme of activities
- Excellent communication, negotiation and influencing skills and ability to develop successful partnerships with agencies, developing and delivering joint work to a high quality standard.
- Proven skill in establishing positive and effective working relationships with young people, developing and maintaining appropriate boundaries in the work place, and engage them in the development of youth activities.
- Ability to analyse information from a range of sources to identify the needs of young people and target resources appropriately.
- Proven ability in assessment and identification of need, risk and vulnerability; planning and delivering intervention to address needs
- Strong skills in developing, planning, monitoring and evaluating a programme of work appropriate to the different needs and abilities and interest of young people in a variety of settings, using different techniques.

- Ability to plan, monitor and evaluate work against national inspection frameworks and national / local performance indicators, and take direct action to address and improve work that does not meet quality standards.
- Ability to take responsibility for planning own work, consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities

#### Desirable Knowledge and skills

- A working knowledge of motorcycle riding and maintenance

#### Desirable Qualifications;

Professional Qualification in any of the following:

- Teaching Qualification
- Level 4 or above IAG, careers guidance
- Professional Certificate of Effective Practice
- Probation
- Qualification in Youth and Community work
- Social work
- Psychology/Counselling
- Substance Misuse

#### Desirable skills

- Budget management skills
- Lead Track Marshall
- Licenced ACU motorcycle coach
- Down Trained CBT instructor
- Significant experience in working with young people

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)