



Investing in the next generation

The Saltpot, The Green, Swanwick,
Alfreton, Derbyshire DE55 1BL

APPLICANT PACK:

Head of Youth Services

May 2024



Registered Charity
Number 1123173

Company Registration
Number 05558271

www.valleycids.co.uk

info@valleycids.co.uk

01773 609603

/ ValleyCIDS
 @ValleyCIDS



Investing in the next generation

The Saltpot, The Green, Swanwick,
Alfreton, Derbyshire DE55 1BL

From the CEO

I am delighted that you are interested in the role of Head of Youth Services with Valley CiDS, and I hope that as you read this applicant pack you will get a clearer sense of who we are and what the role entails.



People and values are at the heart of who we are and what we do as charity, and guided by our core values of Hope, Compassion, Belonging and Inclusion, we believe that everyone has a role to play in fulfilling our mission of 'Investing in the Next Generation' By joining us, you too, could play an important part in helping us to make a positive difference in the lives of children, young people and families through our many projects and initiatives.

I hope that you will be both informed and inspired by what you read and that you will consider joining our growing and dedicated team.

Ian Tannahill – Chief Executive

About Valley CiDS

Valley CiDS is an independent Christian charity based throughout Derbyshire and Nottinghamshire. As a local charity, we are dedicated to supporting communities by investing in the next generation and raising income to support our work through our growing retail portfolio of Lighthouse Charity Shops.

Valley CiDS was launched in 2000 by a group of Christians with a passion to serve, inspire and equip children, young people, and families to develop their full potential in society today. For 24 years, our vision and impact has steadily grown and evolved. From modest, yet ambitious, beginnings in 2000, Valley CiDS has become a well-established and respected charity supporting children, young people and families across Derbyshire and Nottinghamshire.

Our Mission & Values: - 'Investing in the next generation'

"To build and strengthen community through serving, inspiring and equipping children, young people and families to develop their full potential in society today."



Registered Charity
Number 1123173

Company Registration
Number 05558271

www.valleycids.co.uk

info@valleycids.co.uk

01773 609603

/ ValleyCIDS
 @ValleyCIDS



Investing in the next generation

The Saltpot, The Green, Swanwick,
Alfreton, Derbyshire DE55 1BL

Valley CIDS was born out of a passionate belief that by ‘investing in the next generation’ we can make a positive difference to the lives of children and young people and their families. An investment of time, energy and money sets in place strong foundations giving children the best possible chance in life.

Our values of hope, compassion, belonging, and inclusion embody our overall vision for the future and what we aspire to in all aspects of our work.

As a Christian organisation, Valley CIDS believes that the successful delivery of its mission happens when people feel they belong and have a purpose, and where an inclusive community and family atmosphere is fostered.

Valley CIDS has developed into an extended family of projects and initiatives, which together enable us to effectively achieve our charitable objectives.

A brief overview of our work



Our growing portfolios of Lighthouse Charity Shops provide our main source of revenue to enable the delivery of our work with children, young people, and families. We are currently operating 34 shops throughout Derbyshire and Nottinghamshire, together with ‘Lighthouse Online’, our Ecommerce site. In

addition to generating our core revenue, our charity shops are places of friendship, goodwill, and support in their own right, with a valuable contribution to make to the local communities in which they are placed. They also serve as an important reminder of the importance of promoting sustainability through the reuse of pre-loved goods.

Established in 2007, Blend Youth Project represents the youth provision of Valley CIDS. Working across both Derbyshire and Nottinghamshire, we provide a range of youth work activities, support services and education provision for young people in their local communities, with the purpose of creating safe spaces for young people to build new friendships, gain new skills, and to access valuable signposting and support services. We believe passionately in positively affecting the life paths of these young people, promoting their well-being, and enhancing their life chances.



Registered Charity
Number 1123173

Company Registration
Number 05558271

www.valleycids.co.uk

info@valleycids.co.uk

01773 609603

/ ValleyCIDS
 @ValleyCIDS



Investing in the next generation

The Saltpot, The Green, Swanwick,
Alfreton, Derbyshire DE55 1BL

Working across 17 locations in Derbyshire and Nottinghamshire, and engaging with approximately 600 young people each week, we deliver community-based youth provision in areas of Amber Valley, Erewash, Chesterfield, Derbyshire Dales and North East Derbyshire, adopting a mixed delivery model of centre-based, street-based and project-based delivery. This includes the use of our own integrated youth hubs in Ripley, Heanor, and in Chesterfield town centre.

Blend Youth Project not only works with young people within their communities but is also an established Alternative Education provider, offering education and training opportunities from our integrated youth hubs and two vocational training sites for young people who may be disengaged with learning or struggling to access mainstream education. During the past year we have supported 56 students and worked with 30 referring schools from across Derbyshire and Nottinghamshire. Students are offered bespoke learning experiences with access to a range of accreditations and qualifications designed to promote their personal development and educational attainment. There are also a range of vocational learning programmes on offer, and these include animal care, horticulture, woodcraft, construction, and cycle maintenance.



Valley CIDS children's work began in 2000 and over the years has expanded and flourished. The Quest team has an established and growing outreach with children and young people in over 80 schools plus a number of churches. Our work is focussed on three key areas:

- Enriching religious education in schools through collective worship/school assemblies, RE lessons/workshops and lunchtime clubs.
- Facilitating relevant & creative opportunities for children & young people to explore the Christian faith.
- Supporting churches in their mission and outreach with children & families.

Our 'Out of School Club' provision offers quality childcare before and after school within a safe and caring environment. Children are made to feel welcome, have fun, make friends, and are offered healthy meals by qualified staff. All our out of school clubs are Ofsted registered. Stimulating activities include games, creative play, and craftwork.



Registered Charity
Number 1123173

Company Registration
Number 05558271

www.valleycids.co.uk

info@valleycids.co.uk

01773 609603

/ ValleyCIDS
 @ValleyCIDS



Investing in the next generation

The Saltpot, The Green, Swanwick,
Alfreton, Derbyshire DE55 1BL



The Turner Farm Project entails the development of a 48-acre farm on the outskirts of Swanwick. The farm is part of an endowment trust, the Turner educational charity, and was originally established in 1740 to provide education for poor & disadvantaged children of the locality. It comprises a cottage, farmhouse, and outbuildings together with 48 acres of agricultural land. The site has undergone extensive redevelopment and now functions as a vocational learning site for young people on our alternative education programmes, offering a range of qualifications and learning pathways for young people disengaged from or facing barriers to mainstream education. It is also home to the Swanwick Men's Shed project.

Swanwick Men's Shed is an exciting project aimed at building community and camaraderie at Turners Farm Project for men and women that want to put their handy skills to use. The group helps Valley CiDS rejuvenate the farm and recycle old materials whilst also working with other community groups in the area. It has fast become a safe place to be for those with spare time on their hands, that want to be part of a community group whilst having a purpose and aim to help others, and in the process release their own potential.



Based in Swanwick, the Saltpot Community Café offers a warm welcome and a delicious menu of hot & cold food to customers old and new. It has become a valuable place of friendship, hospitality, and support for many in the local community.

To find out more about our work, please visit our website & download our latest Impact Report: - <https://www.valleyCIDS.co.uk/impact-report/>



Registered Charity
Number 1123173

Company Registration
Number 05558271

www.valleycids.co.uk

info@valleycids.co.uk

01773 609603

/ ValleyCIDS
 @ValleyCIDS



Job Title: - Head of Youth Services

Responsible to: Valley CiDS CEO

Rate of Pay: £39,500.00 - £44,500.00 / annum (dependent on qualifications & experience)

Working Hours: 40 hours per week

Contract Type: - Full-Time / Permanent

Work Base: Multi-Site

Job Description

Purpose & Scope

“To be ambitious in your vision for the future of our work with young people (Blend Youth Project) and to provide the strategic and operational leadership that takes us forward into the next chapter of our service growth and development in relation to both our youth & community work and alternative education provision.”

“To provide motivational, enthusiastic, and enabling leadership to a team of youth workers and education tutors, building a culture of innovation, collaboration, and excellence that embodies our company values and ensures that each team member can participate in shaping the vision and strategy for service growth.”

Specific Duties & Responsibilities

Strategy & Service Growth

- To work closely with the Valley CiDS CEO and youth department managers in developing the vision and strategy for Valley CIDS work with young people across both our Youth Work and Alternative Education services.
- To oversee the development and implementation of business plans and budgets required to underpin this growth and to support the sustainability & of Valley CIDS work with young people.
- To identify and pioneer new initiatives for service growth both geographically and to further expand our offer of support to young people & their communities.

Networking & Partnerships

- To liaise and work creatively and collaboratively with a range of agencies and stakeholders to maximise resources and to ensure a partnership based and holistic approach in our service delivery to young people.



Registered Charity
Number 1123173

Company Registration
Number 05558271



- To be the strategic lead in partnership working with relevant statutory & voluntary sector partners.
- To represent and raise the profile of Valley CIDS youth provision through networking strategically on local, county, regional and national forums.

Finance & Income Generation

- To work closely with the Valley CIDS Head of Finance to develop and manage a departmental budget and maintain accurate financial recording.
- To optimize and grow the existing income streams for our youth provision in line with strategy and budget aspirations.
- To be proactive, working with other key staff, to source external finances in the form of funding bids, tenders, project contracts and commissioned work.

Operations & Quality Assurance

- To develop, implement and audit effective systems and procedures to monitor and evaluate Blend Youth Project programmes and delivery streams in relation to both youth work and alternative education.
- To ensure we are collecting regular appropriate feedback from a range of stakeholders / beneficiaries and using this to continuously review our offer, thereby improving outcomes for young people.
- To ensure that all budgetary, KPI and contractual reporting commitments are met in relation to any active funding agreements, contracts and service level agreements.

Team Leadership & People Management

- To lead, support and enable a dynamic staff team ensuring that the ethos and values of Valley CIDS remain firmly embedded in practice.
- To provide line management and regular supervision support to designated staff, promoting a culture of continuous professional development and high quality performance.
- To work closely with the HR department to support recruitment processes and to efficiently resolve any personnel matters that may arise.
- To ensure that the training and workforce development needs of the youth department are being met.
- To facilitate regular team meetings creating a forum for discussion, reflection, and shared learning.



Registered Charity
Number 1123173

Company Registration
Number 05558271



Policy & Compliance

- To be responsible for the implementation and monitoring of Safeguarding/Child Protection Procedures and undertake the role of departmental Designated Safeguarding Lead.
- To understand, comply with, and ensure the implementation of all relevant Health & Safety legislation, policies, and procedures, thereby ensuring that practices remain compliant at all times.
- To maintain confidentiality and a commitment to Data Protection / GRPR principles.
- To lead on the development and regular review of youth department policies, working closely with department managers to ensure that all core policy areas are implemented across the team.
- To keep abreast of relevant policy and legislation changes, ensuring that our internal policies, procedures, and practices remain compliant and advising staff accordingly of any changes.

Communications

- To be an ambassador, and advocate for the work of Blend Youth Project, building awareness of its activities and enhancing its brand and reputation.
- To work closely with the Valley CiDS marketing & communications lead and youth department managers to develop an effective strategy that communicates our outcomes and impact in an engaging way through multiple online and offline channels.

Self-Management and Professional Development

- To be responsible for the effective planning, organization and administration of the post.
- To prepare and disseminate reports as required by the Valley CiDS CEO and Board of Directors.
- To attend meetings /supervision sessions as requested by the Valley CiDS CEO.
- To undertake training and professional development opportunities as agreed with the Valley CiDS CEO.

As part of the Valley CiDS Senior Management Team & wider charity

- To attend and contribute to Valley CiDS Senior Management Team meetings, playing an active part in developing and pursuing the overall vision of Valley CiDS.
- To uphold and promote the ethos of Valley CiDS/Blend Youth Project at all times.
- To be involved in Valley CiDS/Blend Youth Project promotional events.
- To carry out any other reasonable duties and responsibilities appropriate to the level of the post as requested by the Valley CiDS CEO.



Registered Charity
Number 1123173

Company Registration
Number 05558271



Person Specification

Characteristics & Values	
Can embrace fully the ethos, vision and values of Valley CIDS.	Essential
Self-motivated, creative and resourceful with a pioneering & visionary spirit.	Essential
A pro-active, can-do approach and attitude.	Essential
Well organized & able to plan & prioritise own workload and work well under pressure.	Essential
Passionate about improving the life chances of young people.	Essential
Committed to inclusive and anti-discriminatory practice in all aspects of your work.	Essential
Skills & Qualities	
Excellent inter-personal and communications skills.	Essential
Comprehensive ICT skills and competent in the use of Microsoft Office software.	Essential
Ability to work collaboratively in a team environment with both staff and volunteers	Essential
Effective networking and partnership building skills.	Essential
Excellent strategic expertise, project management & team-leading skills.	Essential
Entrepreneurial with a track record of identifying & developing new opportunities.	Essential
Excellent presentation and report writing skills.	Essential
Adept at problem solving and decision making.	Essential
Knowledge	
Knowledge of and commitment to Safeguarding and Child Protection legislation & procedures.	Essential
Knowledge of and commitment to Health & Safety legislation and procedures.	Essential
Knowledge of and commitment to Equal, Diversity & Inclusion legislation & procedures.	Essential
Knowledge of and commitment to Data Protection / GDPR principles and practices	Essential
Knowledge of relevant government policy initiatives in relation to young people and an understanding of their impact on our service delivery.	Essential
Knowledge and understanding of the complex challenges facing young people today.	Essential
Experience	
Proven track record of leadership and service development in young people's services.	Essential
Experience of being the designated safeguarding lead and of managing and reviewing safeguarding practices.	Essential
Experience of working in an Alternative Education context.	Desirable
Experience of providing supervisory and line-management support to staff.	Essential
Experience of successful bid writing / funding applications.	Essential
Experience of working in the charitable sector	Desirable
Qualifications & Training	
Qualified to degree level in Youth & Community Work or related field of study.	Essential
Recognised Leadership and Management qualification.	Essential
Relevant teaching / assessment qualification.	Desirable
Current CPD record & a willingness to undertake further training & CPD opportunities.	Essential
Other Requirements	
A full UK Driving License with access to a car to enable travel to fulfil the duties of the post.	Essential
Flexibility to work unsociable hours, including regular evening work & occasional weekends.	Essential



Registered Charity
Number 1123173

Company Registration
Number 05558271