

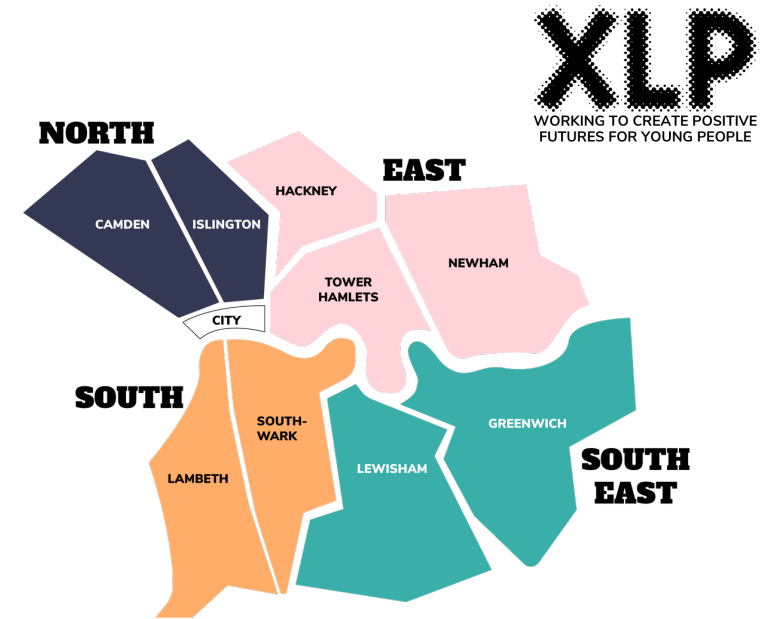
# YOUTH WORK MANAGER LITERACY AND NUMERACY PROJECT

XLP is a youth work charity working to create positive futures for young people and at the cutting edge of tackling poverty and educational failure in inner London. We deliver holistic, long-term work with young people aged 11 to 25 in schools and estate communities.

XLP works in over 30 schools each year, supporting and mentoring young people to excel and develop in the attitudes and mind-sets required to engage with education.

Six years ago, XLP piloted a Literacy and Numeracy project (LAN) which was validated by Bangor University. The project works with young people from 11 – 16 who are excluded from school, on the verge of exclusion, or who are not succeeding academically. The project offers literacy and numeracy support to young people from Year 6 to Year 9, as well as targeted 1:1 online home tutoring to young people studying toward GCSE's. The project aims to raise young people's Literacy and Numeracy grades, and to help them avoid educational failure and its lifelong consequences.

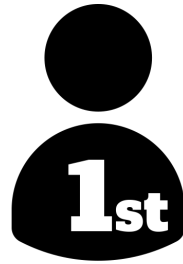
The Youth Work Manager will coordinate, manage and direct the work of this project across the organisation and be managed by the Head of Youth Work. They will communicate the vision for educational development at XLP and ensure the project works well towards the wider vision of XLP.



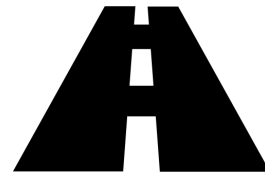
# VALUES

## OUR MISSION

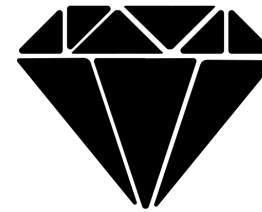
XLP seeks to empower young people from the most disadvantaged backgrounds to complete their education and avoid anti-social behaviour, gangs and criminality and ultimately become positive contributors to their communities.



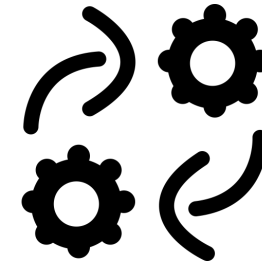
**XLP PUTS YOUNG PEOPLE FIRST**



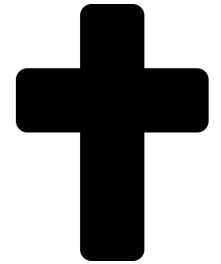
**XLP BELIEVES IN WORKING FOR THE LONG TERM**



**XLP STRIVES FOR EXCELLENCE**



**XLP WORKS TOGETHER WELL**



**XLP IS ROOTED IN CHRIST**

These are the values we live by internally, building us up as an effective community. Candidates are required to support, uphold and sustain these values.

We are a Christian charity and are “faith based, but not faith biased”. We work with young people of all faiths and none.

As a staff team we are committed to growing in diversity and inclusion and we seek to represent the communities in which we serve. We welcome applications from all backgrounds, ethnicities and genders.

# KEY TASKS AND RESPONSIBILITIES

## Youth Work Vision

- Establish a vision for the Literacy and Numeracy Project, and manage a team of three Senior Youth Workers to achieve the project goals;
- Be responsible for decision-making when new project ideas are proposed at meetings, accounting for vision, resources and staffing;
- Facilitate long and short-term planning to ensure vision is realised.

## Youth Work Management

- Line manage and hold regular supervision meetings with three LAN Senior Youth Workers, allowing time to troubleshoot, encourage and support, check against targets, give observations and feedback, explore competencies and development, and set and review targets and project updates;
- Have oversight of XLP's LAN project, helping to set yearly targets and ensuring the projects meet the agreed targets;
- Review and develop the project and its resources through regular feedback and impact data;
- Coordinate, set agendas and facilitate regular team meetings for all those working in or involved in the boroughs, strengthening connections between projects and teams;
- Using XLP's Salesforce system, ensure collection of the youth work data across all projects remains within the team's priorities, informing next steps for specific young people.

## Youth Work Delivery

- Facilitate and deliver LAN to small groups of students in two of XLP's partner schools in a classroom setting;
- Deliver 1:1 online tutoring sessions for GCSE Maths and English;
- Deliver XLP's LAN training to volunteer tutors who will help on the project;
- Champion excellent youth work through personal example;
- Encourage reflective practice learning across the team;
- Support those you manage to monitor and evaluate their work, identifying opportunities for development.

## Youth Work Partnerships

- Deliver XLP's SAFMEDS training to stakeholders, schools and corporate partners;
- Together with Senior Youth Workers, ensure strong relationships with current schools and corporate tutoring partners are maintained and nurtured;
- Attend and contribute to meetings with active partners and funders, as well as seeking out potential future partners;
- Work with the Volunteer Manager to ensure that excellent volunteer recruitment, training and management is achieved across the project.

# WHO YOU ARE

You will be passionate about creating positive futures for young people and seeing transformation in the lives of young people in inner-city London.

## You'll be good at:

- Understanding the context of the inner-city environment, and the challenges and issues young people face;
- Being passionate about improving literacy and numeracy of young people, and have a have a strong comprehension and understanding of literacy and numeracy;
- Having excellent understanding of the issues surrounding school exclusion;
- Being able to demonstrate substantial professional youth work management using Continuing Professional Development (CPD), and have experience in the field;
- Having experience in leading and managing teams, including vision sharing, setting and meeting targets, and recruiting and training volunteers and youth workers;
- Having a successful track record of setting up and sustaining educational projects;
- Having experience in delivering youth work across a variety of settings, including communities and schools;
- Having experience in working alongside voluntary organisations;
- Creating a healthy work / life balance;
- A range of IT skills, including Microsoft Office and video conference software.

## Other desirable skills:

- Have a degree level academic background or equivalent;
- Have experience in a teaching or educational capacity;
- Have experience in tutoring young people;
- Have experience in leading a team through a time of change;
- Have experience in recording data, including the use of Salesforce.

We're committed to providing ongoing training and support for all our staff for them to develop and thrive in their roles.

All XLP staff and volunteers have enhanced DBS disclosures and work within strict safeguarding guidelines.



# Terms of Employment

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This is a full-time role, with normal working hours and some evenings and weekends as required.

<b>Location:</b>	City of London
<b>Contract:</b>	Permanent
<b>Salary:</b>	£27,000 - £29,000

## How to Apply

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You can apply for the role using the online application form at [www.xlp.org.uk/jobs](http://www.xlp.org.uk/jobs)

**Submission Deadline:** Applications should be completed by Midday (12pm) on **Friday 8<sup>th</sup> July 2022**  
*XLP will be interviewing as applications come in, with the right to close the advert if the appropriate candidate is found before the deadline close.*

**Interview Process:** Successful candidates will be invited to two stages of interview.

If you have any questions about the role, please contact us at [jobs@xlp.org.uk](mailto:jobs@xlp.org.uk)