



Job Description

Job Title: Deputy Community & Youth Lead

Job Purpose:

The Deputy Community & Youth Lead supports the development, coordination and delivery of the Trust's youth and community provision. Working closely with the Community & Youth Lead and other Deputy Lead, the postholder ensures services are safe, inclusive, high-quality and responsive to local need, and supports the operational leadership of staff and volunteers.

Accountable to: Community & Youth Lead

Key Responsibilities:

Service Delivery & Programme Support:

- Support the planning, coordination and evaluation of youth and community programmes
- Assist in ensuring services are accessible to diverse communities, meeting the needs of young people and the local community
- Contribute to developing new projects and services based on identified community needs and funding opportunities
- Ensure sessions, activities and outreach work are delivered to a high standard, following agreed timetables, plans and frameworks
- Assist with day-to-day running of youth and community sessions, including staffing, resources and delivery oversight, ensuring continuity of service delivery
- Help maintain safe, structured, and inclusive environments

Safeguarding & Compliance:

- Act as Deputy Designated Safeguarding Lead, responding to concerns and incidents promptly, accurately, and confidentially and reporting through CPOMS as required
- Ensure safeguarding policies, health & safety procedures and risk assessments are followed by staff and volunteers
- Assist in updating risk assessments and procedures for the Trust's provisions, including continual review for best and safest practice
- Ensure accurate and compliant distribution, collection and secure storage of membership forms, consent forms and parent/carers communications
- Act as a first point of contact for centre issues when the Lead is unavailable

- Challenge inappropriate behaviour by young people or adults in a fair, consistent manner and model positive conduct

Staff & Volunteer Support:

- Support the recruitment of staff and volunteers, contributing to interviews and induction processes
- Provide day-to-day leadership, supervision and shift coordination
- Assist in organising rotas, timesheets and support schedules
- Conduct supervision sessions, observations and performance feedback under the direction of the Lead
- Promote a positive, motivating team culture and support professional development
- Support oversight of training records and ensure staff/volunteers maintain valid certifications

Community Engagement & Partnerships:

- Encourage youth voice and community feedback, listening to experiences and needs, ensuring service users contribute to shaping services
- Build positive relationships with local families, residents and community groups based on respect, trust and clear professional boundaries
- Support outreach work (schools, family hubs, etc), collaboration and joint partnerships
- Promote Trust activities through positive engagement and communication
- Encourage volunteering, participation and community involvement
- Mentor, guide and support young people and adults in the community as appropriate, promoting around personal development, wellbeing, and decision-making
- Represent the Trust at meetings and networks as required
- Signpost young people and families to specialist services where additional support is needed

Monitoring, Evaluation & Reporting:

- Support tracking of outcomes, attendance and engagement across youth and community programmes
- Collect data, case studies, testimonials and feedback to evidence impact for evaluation and funding reports

Budget & Resource Support:

- Support the Lead with monitoring project budgets and spending
- Ensure effective and responsible use of equipment, resources and stock
- Assist with purchasing, stock-keeping, cash handling, takings and banking
- Assist with identifying funding needs and supporting fundraising activities

Professional Development & Compliance:

- Ensure any certification and/or training required for the role remains valid (e.g. safeguarding, first aid, food hygiene)
- Engage in reflective practice and attend training, team meetings and supervision
- Uphold the values, policies, and expectations of Walney Community Trust