Portsmouth CITY COUNCIL

🌟 **Make a Real Difference in Young Lives!** 🌟

Deputy Youth Centre Manager

Salary: Band 7 - £33,119 - £37,562 p.a. (£20,139 - £22,841 pro rata for 22.5 hours)

Hours: 22.5 hours Monday - Friday (including 4 weekday evenings 1800 - 2100, the rest of the hours are to be discussed but split over 2 or 3 days)

Location: Portsmouth

Contract type: Permanent

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

This role requires a Disclosure and Barring Service (DBS) check at Standard/Enhanced level which will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

✨ **Are you ready to lead, inspire, and support young people in a dynamic youth club environment?**

The Service:

Portsmouth City Council's **Play, Youth and Community Service (PYC)** is dedicated to creating safe, inclusive, and empowering spaces for young people. We manage 4 youth clubs, a music studio, and a range of youth projects for ages 11–19 (and up to 25 with SEND). We offer support, guidance, and opportunities for children and young people to thrive and overcome a variety of challenges.

Youth clubs offer young people a space to:

– Explore their identity
– Build confidence and decision-making skills
– Develop interpersonal relationships
– Reflect on their choices and actions

This leads to more informed decisions and better outcomes for young people.
You'll plan and run sessions on a range of issues including sexual health, relationships, sexism, racism, bullying, and substance misuse. You might also be joining in sport or dance activities, cooking with young people, or taking them out for an activity. You'll help foster a culture of respect and may need to manage challenging behaviour.

We're proud to work in a way that **values others, promotes collaboration**, and focuses on what matters most—**making a lasting impact** on young people's lives.

Please visit our website for more information: www.pycportsmouth.co.uk/youth

What is the role?

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As a key member of the PYC team, you'll help shape a vibrant, inclusive youth club experience. You'll:

- Have excellent communication skills and be able to motivate and effectively engage young people, with the ability to converse at ease and provide advice in accurate spoken English.
- Have relevant experience of working with young people aged 11–19, preferably in a youth club or another informal setting.
- Build trusting relationships with young people to encourage participation and personal growth.
- Plan and deliver creative, engaging activities that reflect young people's interests and needs.
- Lead on the club's **Duke of Edinburgh's Award programme**, including all related administration and coordination.
- Take charge of the club in the Youth Managers absence, ensuring a safe and welcoming environment.
- Support staff, volunteers, and students, and role model professional practice in all settings.
- Be open-minded but recognise and challenge inappropriate behaviour or language when necessary.
- Conduct occasional detached (outreach) work across Portsmouth, offering support to young people and signposting to other agencies.
- Make sound decisions to ensure the safety and wellbeing of young people, staff, and the wider community.
- Lead debrief sessions with the team and submit accurate monitoring data to service managers.
- Communicate effectively with parents and carers regarding progress, behaviour, or safeguarding concerns.
- Represent PYC at meetings and collaborate with other services.
- Carry out essential administrative tasks, including:
    - Data entry and record keeping
    - Planning and booking off-site trips
    - Completing risk assessments for activities
    - Managing social media accounts
    - Completing safeguarding referrals

- You will be based at one of our youth clubs in Portsmouth working during the day plus a minimum of 4 weekday evenings until 2100 hours. You will be flexible to provide cover at any of our youth clubs when needed.

Who is the person?

You're someone who:

- Connects easily with young people and understands their world.
- Has experience in informal education or youth work settings.
- Can lead and support a team with confidence and compassion.
- Is passionate about youth voice and participation—you believe young people should help shape the services they use.
- Can recognise when young people are having issues and respond appropriately, offering support and signposting.
- Is organised and confident in managing administrative responsibilities.
- Can manage challenging behaviour using restorative approaches and de-escalation techniques.
- Champions inclusivity and equality, and isn't afraid to challenge discrimination.
- Can track and celebrate young people's achievements, including through DofE and other accreditations.
- Has up-to-date working knowledge of safeguarding children and young people.
- Is resilient when faced with difficult and challenging situations.
- Is flexible and willing to support other PYC youth clubs across Portsmouth.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.