# Make a Real Difference in Young Lives! \*\*

### **Deputy Youth Club Manager - Portsmouth**

Location: Portsmouth

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

Contract: Fixed Term Contract/Secondment for 12 months

**i** Salary: Band 7 - £32,061 - £36,363 p.a. (£19,496 - £22,112 pro rata)

**Employer: Portsmouth City Council** 

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

#### ○ About Us

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

# Your Role: Deputy Youth Club Manager

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.

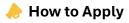
## ⚠ Who is the person?

#### 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 deescalation 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.

#### What You Need to Know

- DBS Check: Enhanced level required
- **Exemption**: This post is exempt from the Rehabilitation of Offenders Act 1974
- Safer Recruitment: All posts follow Portsmouth Safeguarding Children's Board procedures



Please thoroughly tailor your application, CV, and/or cover letter against the 'Who is the Person' points, with the use of examples from your experience. This is important, or you are likely not to be shortlisted.

# 💋 Join Us in Shaping Brighter Futures

Apply now and help shape the future of Portsmouth's young people. Be part of something truly meaningful.

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit <a href="https://www.gov.uk/government/publications/consent-privacy-policy">https://www.gov.uk/government/publications/consent-privacy-policy</a>

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application

(	Signed	 	Dated	

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