



Boys and Girls Clubs of Wales
Clybiau Bechgyn a Merched Cymru

INTERNATIONAL YOUTH WORK MANAGER

JOB DESCRIPTION

EMPLOYER	Boys' and Girls' Clubs of Wales
JOB TITLE	International Youth Work Projects Manager
HOURS	Full Time 37.5 hours (include some evening, weekend and international residential work). Temporary contract until January 2023
SALARY	£22,000.00 p.a. plus travel expenses for work related travel
LOCATION	Crane House, Rover Way, Cardiff, CF10 4US
SPECIAL CONDITIONS	Must undergo a DBS Enhanced check.
REPORTING ARRANGEMENTS	Line managed by the Chief Operating Officer The post holder will also report to a project board and BGC Wales Executive on a 3-monthly cycle.
JOB PURPOSE	The International Youth Work Projects Manager will be responsible for organising and managing the International Youth Work Projects taking place with the Boys' and Girls' Clubs of Wales. This role will include setting up the Erasmus+ funded projects, liaising with partners and co-ordinating the activities of the project.
CLOSING DATE	27th August 2021 at 17:00. Please submit your CV with a Covering Letter to: grant@bgc.wales

DUTIES & RESPONSIBILITIES

JOB SPECIFIC:

1. Managing all the Erasmus+ projects that are taking place at Boys' and Girls' Clubs of Wales as well as supporting wider international youth work opportunities with partners.
2. Promoting International Youth Work opportunities to young people within member clubs
3. Liaising with overseas partners and developing a good working relationship.
4. Representing Boys' and Girls' Clubs of Wales on national forums to seek out further international opportunities for young people.
5. To undertake the relevant administrative management in line with the funded programmes.

CORPORATE:

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the Organisation's Equality Policy.
2. To take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts and omissions and to comply with all health and safety legislation as appropriate.
3. To provide information and prepare reports for the Chief Operating Officer as required.
4. To take part in training and Team Meetings.
5. Ensure compliance with Boys' and Girls' Clubs of Wales's Policies and procedures.
6. To report without delay any safeguarding concerns to the appropriate safeguarding officer.
7. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the Organisation.

The person appointed must fulfil the following requirements:

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience of managing a project • Experience of working as part of a project team. • Experience of European funded projects. • Experience of working with other agencies and partners. 	<ul style="list-style-type: none"> • Knowledge of the work of Boys' and Girls' Clubs of Wales. • Knowledge of the Welsh Government's 'A National Youth Work Strategy for Wales' and Erasmus+ programmes. • Experience of working in the voluntary sector. • Experience of working with young people (11-25 years).
Education and Training		<ul style="list-style-type: none"> • Minimum of Level 2 Youth Work Qualification (JNC). • EWC registered.
Skills and Abilities	<ul style="list-style-type: none"> • Attention to detail • Organisational Skills • Communication, negotiation and relationship-building skills 	<ul style="list-style-type: none"> • Ability to communicate in Welsh language (or commitment to learn to speak Welsh). • Ability to communicate in another language.
Personal Attributes	<ul style="list-style-type: none"> • To be self-motivated. • Commitment to working as part of a team. • To be innovative and creative. • To be trustworthy and efficient. 	
Special Circumstances	<ul style="list-style-type: none"> • Must undergo a DBS Enhanced check. 	<ul style="list-style-type: none"> • Have a current driving licence and access to a vehicle.