

## Job Title

### Job Description and Personal Specification

<b>Job title:</b>	Sessional Team Leader – Greater Manchester
<b>Place of work:</b>	Greater Manchester
<b>Hours of work:</b>	Sessional – varying/ flexible hours available
<b>Salary:</b>	£13.70 per hour – [£12.21 base rate + 12.07% holiday pay].
<b>Reports to:</b>	Programme Coordinator
<b>Level of Screening:</b>	DBS Enhanced

## Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

## Where you fit in

We are looking for dynamic and passionate people to join our sessional delivery team in the West Midlands. As a **Team Leader**, you will support the Programme Coordinator working across a portfolio of Young People's programmes delivered locally, including but not limited to the Summer Jobs Programme and HATCH.

We seek a diverse workforce and therefore are open to a range of backgrounds and experiences, however, seek an individual who is proactive, organised and resilient to deal with the varying demands of the role and our programmes.

Our programmes can be delivered during the standard working week, of an evening and also at weekends. There is no minimum commitment, however, all we ask is that you are clear with your availability and commit to delivering the programmes you agree to work.

## Main Duties & Accountabilities

1. Lead, encourage and motivate all Young People signed up-to and engaging with our local development programmes.
2. Plan, deliver, and evaluate a wide range of engaging activities for Young People under the direction of the Programme Coordinator.
3. Engage and build positive relationships with Young People and their parents, guardians, carers and/or support workers in order to provide effective support on a one-to-one or group basis to achieve all programme outcome targets.
4. Assist the Programme Coordinator to ensure all necessary and appropriate safeguarding, data handling, health & safety and other legal requirements are in place to protect both participants and staff.

5. Ensure all relevant paperwork (including registers, risk assessments, safeguarding reports and incident reports) are completed within agreed timelines and to a high standard.
6. Work with the Programme Coordinator and Operations Manager to deal with challenging behaviour from Young People.
7. Ensure programme content is relevant to the cohort of Young People and builds on existing relationships with partner individuals and organisations to provide Young People with a quality experience, ensuring they progress to a positive destination.
8. Record activity across delivery of all our local programmes, including participant contact and outcomes and ensure these are fully up to date in time for regular reports to the Programme Coordinator. -

## What does good look like for this role?

Our **Team Leaders** should embody strong leadership, communication, and organisational skills while ensuring that they provide high-quality support and opportunities for Young People.

- Communication & Listening – Ability to engage and connect with Young People from all background.
- Empathy & Emotional Intelligence – Understanding the challenges Young People face.
- Creativity & Adaptability – Developing activities that are fun, meaningful, and relevant.
- Teamwork & Collaboration – Working effectively with colleagues and partners.
- Resilience & Problem-Solving – Handling challenging situations with professionalism.

## Organisational Relationships

- Reports directly to the Programme Coordinator.
- Support and contribute where necessary to the wider work of the Operations Manager.
- Develop positive and professional relationships with any external agencies including programme commissioners.

<b>Job Title: Person Specification</b>			
<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>QUALIFICATIONS</b>	-	Professional qualification in a relevant discipline e.g. Youth and Community Work, Social Work, Education, Counselling, Health, or Sports  Coaching qualifications.  First Aid, Mental Health First Aid, or similar qualifications.	A/I
<b>KNOWLEDGE</b>	Knowledge of working within the youth sector.  Understanding of safeguarding policies and child protection procedures.	Issues affecting youth employment.  Knowledge of engaging Young People and managing behaviour	A/I
<b>EXPERIENCE</b>	Experience of working directly with Young People [aged 16-25 years of age] from a wide variety of backgrounds.  Experience of planning, delivering and evaluating activities for and with Young People.  Experience and understanding of Health and Safety, Safeguarding and data handling practices.	Experience and understanding of the issues affecting Young People at risk of unemployment, social exclusion and/or offending	A/I
<b>SKILLS &amp; ABILITIES</b>	Ability to communicate effectively at all levels, orally and in writing.		A/I

	<p>Ability to use IT effectively.</p> <p>Ability to work on your own initiative to an agreed action plan.</p> <p>Ability to organise your own work routines effectively.</p>		
<b>OTHER</b>	<p>Share Catch22 values.</p> <p>Awareness of and commitment to Equality &amp; Diversity.</p> <p>Willing to travel and work flexibly.</p> <p>Desire to develop and undertake training as required.</p>	<p>A full UK driving licence and access to a car for work purposes or good transport routes to ensure access to community locations.</p>	<p>A/I</p>