

# WE'RE HIRING A



# COMMUNITY WELLBEING TEAM PROJECT LEAD

We're looking for a community-minded Project Lead to become part of the Matrix family.

If you are enthusiastic about leading, developing, and supporting a team, who are community-minded and passionate about building trusting relationships with young people and their families, then we'd love to hear from you.

[WWW.MATRIXTRUST.COM/VACANCIES](http://WWW.MATRIXTRUST.COM/VACANCIES)

Matrix | Allen House Pavilion. Guildford, Surrey | 01483 574900

Dear Applicant,

Thanks for your interest in joining the Matrix Family.

### **Why Matrix?**

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now we are investing into new projects as well as developing our more established ones and we're looking to grow a team who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

### **Why Guildford?**

Don't be put off, thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

Most years we work with 300 young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and work with around 1000 other young people across a range of activities and provision. 2020 has obviously been a challenging year for everyone, with Covid-19 taking its toll, especially so with regard to young people's mental health and wellbeing - making this role even more vital. Take a look at our latest newsletter online to read some of our young people's stories!

### **Where does this role fit?**

The Community Wellbeing Team Project Lead will provide a new role supporting and developing the newly formed Community Wellbeing Team that reaches across Guildford Borough engaging with and offering advice and support to children, young people and their families. Using a combination of 1:1, group, online and telephone interventions, they work as part of a wider team across the Surrey Wellbeing Partnership. Working as the Project Lead in the Community Wellbeing Team, you would be responsible for leading, developing, and supporting the Community Wellbeing Team. The successful candidate will be community-minded and passionate about building trusting relationships with young people and their families. If you love a varied role, can take initiative and don't mind mucking in, this could be the role for you.

### **Come and join the adventure!**

Thanks again for taking time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,



Misty, CEO



# COMMUNITY WELLBEING TEAM PROJECT LEAD

## OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough.

**We're excited to offer a Community Wellbeing Team Project Lead position, as a part of our membership of the Surrey Wellbeing Partnership**

The post-holder will lead in increasing the impact of and ensuring excellence across this Matrix project. As well as, bring a wealth of experience and provide support to our Head of Youth Work, ensuring the team delivers excellent face-to-face youth work.

**Hours: 0.5 FTE, 18.75 hours pw | Salary: £24,000 - £27,000 (depending on experience)**

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## **Role Description - Community Wellbeing Team Project Lead**

*This is an exciting role for an experienced and highly motivated Children & Young People's Practitioner to become part of the Matrix family as our Community Wellbeing Team Project Lead. This is a new and vital role that will enable Matrix to continue to grow and develop its youth work across Guildford Borough.*

### **What would I be doing?**

You will be expected to take responsibility for leading, developing, and supporting the Community Wellbeing Team - working across Guildford Borough - so they can nurture, inspire, connect, and empower young people so they can make the most of their lives.

### **What do we expect from you?**

The role of Project Lead is a new role that will enable Matrix to continue to grow and support the development of its community wellbeing work across Guildford Borough. You will be expected to take the lead in increasing the impact of and ensuring excellence across this Matrix project. You will also bring a wealth of experience and provide support to our Head of Youth Work, ensuring the team delivers excellent face-to-face youth work.

Reporting directly to our Head of Youth Work the post-holder will ideally be an experienced Children & Young People's Practitioner who is looking for a new challenge to utilise your skills of people management and excellent practice in helping the team grow to the next level.

All project leads are expected to represent the Christian values on Matrix through prayerful support of their team.

The job expectations for this role will include but are not limited to the following:

### **Project Leadership**

- Take responsibility for the effective delivery and outcomes of the project
- Ensure policies and procedures are followed, and that each project is well planned and executed
- Ensure SWP and Matrix targets and outcomes are reached
- Work with the wider team and Head of Youth Work to analyse ongoing needs and feed into new project development
- Be able to model excellent practice when doing face-to-face youth work
- Work alongside the wider Surrey Wellbeing Partnership (SWP) Community Wellbeing Team Project Leads, including leading meetings, reporting issues, and developing team
- Oversee and develop team processes in line with SWP and Matrix
- Liaise with the Data Lead to ensure data is collected in a timely and efficient manner, meeting appropriate deadlines
- Attend and run some Delivery Team meetings
- Review team caseloads, analysing the needs and coordinating any actions, such as group work and onward referrals
- Able to represent Matrix and its values with key stakeholders, organisations and agencies

## **Team Management**

- Recruit, train, supervise and support the Community Wellbeing Team to ensure the contract is met
- Line manage Wellbeing Practitioners effectively, and ensure that assessments are completed as required
- Hold regular team meetings with the Community Wellbeing Team for debrief, planning and training
- Ensure that your team work to the Youth Work Standards
- Be responsible for gaining feedback from young people to improve project
- Follow the Matrix model to enable young people to grow
- Be responsible for the budget management of the project
- Provide / arrange cover when staff are absent
- Ensure you and your team engage across Guildford Borough through networking or strategic relationships
- Identify training needs of the team, and train, signpost, or organise training accordingly
- Ensure that the Community Wellbeing Team work alongside and as part of the wider Matrix Youth Delivery Team

## **Team Expectations**

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

### **We expect you to:**

- Fit in with our values: positive, relational, innovative, collaborative and fun
- To work from within the Christian ethos (see ethos statement)
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces)
- Take part in whole team projects such as Ready 4 Action (annual cross-church social action project, first bank holiday weekend in May)
- Work across agencies and Matrix teams

Due to the nature of the work you may be expected to work some evenings and occasional weekends. All hours will be based at the Matrix office, working across the Borough as previously agreed. Any specific changes to your working week will be cleared through your Matrix line manager.

## **What we offer you**

- 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- A mentor from a local church
- A training programme that develops your skill base, including First Aid and Mental Health First Aid training
- Peer supervision
- Regular line management and supervision from a senior staff member
- Flexible working arrangements, where possible
- A nurturing and supportive team

**Hours: 0.5 FTE, 18.75 hours pw | Salary: £24,000 to £27,000 depending on experience**

## **Who are we looking for?**

### **ESSENTIAL**

- Education to a good standard (level 3 or above, e.g. GCSEs)
- Passionate about catalysing change in all young people's lives
- Knowledge of the wider social impact of "at risk of negative outcomes" on young people, their parents and their families
- Minimum of 3 years' experience of working with children, young people, and their parents
- Strong interpersonal and communication skills
- Experience of managing a team and able to mobilise and motivate them
- Highly motivated and enjoy taking initiative
- Enjoy working in a flexible, growing, energetic team
- An ability to relate well to children, young people, and parents and build trust
- A strong commitment to the co-production of service and activities which aim to build resilience
- Ability to assess the needs and strengths of individual children, young people and parents
- Ability to keep accurate records of engagements and evidence of change
- An ability to record outcomes using an agreed goal-based outcome tool
- A strong commitment to collaborative working with a range of other agencies
- Agree with and able to support and work within the Christian ethos (this job has a "genuine occupational requirement" (GOR) for the post to be filled by a Christian)
- Able to work within the values of the Matrix, including taking a 'can do' approach to your work
- Ability to travel to different locations within and outside the borough for meetings and training
- Can demonstrate your ability to bring ideas to the table and put them into action
- Willingness to work flexible hours as well as outside normal office hours whenever necessary
- Organised, with good IT and administrative skills, eg: Microsoft Office and Google Drive
- Experience of developing professional relationships with senior figures in schools, councils and other local organisations

### **DESIRABLE**

- Qualification relevant to working with children, young people and families gained in education, social care or health, or equivalent specialism, such as a diploma in Youth Work (JNC recognised)
- Project management expertise
- Experience of working with other partners and agencies in developing and implementing joint programmes
- Experience or willingness to work in depth with children, young people and their parents using a solution focused approach
- Ability to motivate and enthuse colleagues and contribute positively to a team commitment
- Ability to manage own caseload of children, young people and parents some with multiple and complex needs
- Ability to motivate and enthuse colleagues and contribute positively to a team commitment
- Knowledge of Guildford Borough and its young people and issues



# WANT TO JOIN THE TEAM?

## HOW TO APPLY

To apply for this post, you just need to do 2 things:

Complete the Application Form in the Application Pack

Email it to [hr@matrixtrust.com](mailto:hr@matrixtrust.com)

Any questions, just give Dan a call: 07534 134129

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**All applications must be in by 12pm Sunday 1st August**

Interviews will take Mon 9th & Tues 10th August | **Start date September 2021**