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high trees

Job Pack

**HEAD OF CHILDREN,
YOUNG PEOPLE & FAMILIES**

Welcome to High Trees!

High Trees Community Development Trust was established in 1998 to serve the needs of the local community in Tulse Hill. We were set up by local residents from St. Martins' Housing estate, who campaigned to bring the recently closed public library into community ownership.

Since then, High Trees has grown into a multidisciplinary charity. We continue to stay true to our founding vision, to deliver impactful services focusing on the needs of the local community.

Our 5 cornerstone support areas provide integrated services in:

- **Children, Young People & Families:** Working on the basis of early intervention, we deliver a range of services focused on play, study, coaching and social action aimed at improving the aspirations and wellbeing of children and young people.
- **Research & Development:** Focusing on our partnerships, community-based research and sector capacity building support, our Research & Development Team work across all services, teams and wider Lambeth to develop collaborative working practices and strengthen the sector.
- **Employment & Careers:** We provide bespoke one-to-one employment support with experienced advisors who are experts in helping those with multiple barriers find work.
- **Community Education & Training:** We specialise in delivering basic skills training to provide individuals with the skills they need for work and life, including ESOL, functional skills, ICT and vocational courses.
- **Community Action:** We have embedded Community Organising within the locality to nurture and capacity build individuals and community groups to develop advocacy skills and empower them to take collective community action on issues that affect them, whilst also improving representation in decision making.

High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.

HEAD OF CHILDREN, YOUNG PEOPLE & FAMILIES

Job Description

Salary	£40,000 - £54,000 (starting salary depending on experience)
Hours	Full Time (35 hours per week)
Location	Tulse Hill Adventure Playground, Greenleaf Close, SW2 2EY
Reporting to	Co-CEOs

Our Head of Children, Young People and Families leads the work of our Children, Young People and Families (CYPF) service and the Building Young Brixton (BYB) Partnership, and is a key part of the Senior Leadership team at High Trees, helping us achieve our ambitions across the board.

Our Children, Youth and Families work serves the Tulse Hill and wider Lambeth community, operating from our dedicated youth and play site at Tulse Hill Adventure Playground, where the CYPF team are based. We deliver a multi-faceted and integrated service allowing us to provide seamless support for children and young people from 8-18, including daily after school and weekend open access adventure play sessions, community and school based mentoring programmes, a work experience and youth leadership programme, and youth social action projects. We also deeply value collaboration with other youth and community organisations, and as Head of CYPF, you will also lead and contribute to a number of youth partnerships that we manage, including [Building Young Brixton](#). This will require demonstrable experience of running a multifaceted service – delivering several projects and programmes simultaneously and managing a team of staff – with the strong organisational, people skills and a collaborative approach that this requires. You will be an advocate for community based youth and play services and passionate about the value and impact of play, as our core offer is centred around our after school and holiday offer at Tulse Hill Adventure Playground.

You will be based at Tulse Hill Adventure Playground, and as a strong and inspiring manager you will lead a team of youth and play practitioners to deliver a range of dynamic, exciting, and meaningful services, ensuring the children who need them most are supported to play, develop, and thrive. You will take both an ambitious, organised, yet hands on approach to your management of the service - we are a small but dynamic team and truly believe services are best when all are involved, from management to practitioners. You will bring enthusiasm and passion to ensure an exceptional service for the children and young people we work with and continue to inspire your team, and the wider Building Young Brixton team, to grow and expand our reach.

Our local community is at the centre of everything we do and as a community-based service you will also understand the value of and build on our excellent relationships with local residents, organisations and statutory services, and help champion and ensure strong coordination and leadership of our youth partnerships. In order to achieve this you will have an excellent understanding of the landscape in which charities deliver their services and the statutory and funding frameworks within which we operate.



ACCOUNTABILITIES

- To inspire, lead, and manage a team of core delivery staff, including a pool of young leaders.
- To ensure we deliver a high quality and impactful CYPF service at Tulse Hill Adventure Playground, meeting the needs of local children and young people aged 8-18 years.
- To lead the development of CYPF Partnerships including Building Young Brixton and [Lambeth Peer Action Collective](#).
- To initiate and develop meaningful partnerships with community, educational, and youth organisations which will strengthen and broaden our offer to the community.
- To be responsible for managing and maintaining all financial budgets associated with the service, ensuring financial controls are implemented and adhered to.
- To ensure that the contractual obligations of our funders and contractors are met including meeting key performance indicators, delivering services in time and on budget.
- To ensure effective communication to stakeholders on all CYPF programmes as well as the outcomes of the programmes and projects.
- To oversee the monitoring and quality assurance framework for the service and ensure this is implemented and to develop new frameworks and targets as needed.
- To act as High Trees Designated Safeguarding lead for Children and Young People services, including our CYPF focused partnerships, ensuring we are operating at best practice.
- To work alongside the Co-CEOs to secure funding and contracts for our CYPF services.
- To play a full part in the High Trees management team.
- To help develop and implement the organisation's strategy for 2024-2028 with a lead on Children, Young People and Families.

PERSON SPECIFICATION

For this role you will need to have solid professional experience within a youth, education or community setting that demonstrates your ability to run a community based play and youth service responsive to community need and can build meaningful partnerships with community groups, charity partners, and other local organisations.

The person specification is an idea of the skills, knowledge and experience required to carry out the job. The person specification will be used in the short listing and interview process for this post. Applicants who possess the essential requirements but not the desirable requirements should not be discouraged from applying.

ESSENTIAL

- At least 4 years of experience in youth and play work.
- At least 2 years of experience in a role leading a team or projects.
- Experience in developing projects and service design.
- A clear understanding of the needs of the sector.
- Experience developing and maintaining a range of relationships.

DESIRABLE

- Knowledge of the playwork principles and experience putting these into practice.
- Level 3 qualification in childcare, education, play or youth work, or related field.
- Experience in the charity sector, specifically in smaller or medium sized charities.
- Experience with partnerships within the charity sector.
- Experience designing and delivering meaningful youth voice initiatives.
- Experience in developing impactful communications and engaging a diverse range of audiences.
- Experience managing budgets.

HOW TO APPLY

Please send a CV and covering letter (no more than 2 pages) giving an overview of your skills and experience. Please also attach the applicant monitoring form and the additional information form and send these across to recruitment@high-trees.org with 'Head of CYPF' in the subject line.

All applications must be received by Sunday 8th December at 11.59pm.

If you would like more information about the role or High Trees, please contact recruitment@high-trees.org

Working at High Trees

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team of 30 have come to High Trees through a variety of paths; some have a long track record of work in the sector, others have brought in skills learned elsewhere and some have joined our staff through using our services. All share a passion for the work we do and a commitment to ensure our impact is meaningful for those we work with.

All our staff are supported to grow and develop through regular one-to-ones with their manager, a programme of organisation wide and individual CPD. They are given the opportunity to contribute to the work of the organisation as a whole rather than focused solely on the work of their team. We're proud of the fact that over 50% of our management team have been promoted from within our organisation.

Employee Benefits

- 35 days annual leave (inclusive of bank holidays and 3 Christmas days) rising by 1 day each year after 2 years of service (capped at an additional 8 days)
- Enhanced maternity/paternity/adoption leave after 2 years' service
- Save money off a new bike with the Cycle to Work scheme
- Up to 7% contribution to the staff pension scheme
- 24/7 Employee Support Line
- Clear pay structure with yearly increments (based on performance)
- Annual Staff away day
- Premium eye-care vouchers through Specsavers and season ticket loans

We know that if you're considering a role at High Trees, you are primarily driven by a desire to make impactful change and we hope you will consider joining our team.

