

4FRONT

4TIFY Programme Manager

WELCOME!

Thank you for your interest in joining The 4Front Project as a Programme Manager for the 4TIFY Programme.

We are on a mission to empower young people and build peace. We address violence by delivering specialist programmes that support personal development, legal empowerment and social action in community, educational and criminal justice settings. We specialise in providing transformational programmes to empower people who identify as Black British, African, Caribbean and Mixed Heritage.

Our approach is centred on empowering people to thrive, not merely survive. We believe that we must respond to violence with compassion, not aggression and we strive to create a platform for authentic voices to be heard. Our programmes move beyond simply reducing violence in society - we envision what peace may look and feel like. We challenge the structural conditions that generate violence and utilise a peer education model as a mechanism for catalysing change.

If you have a strong understanding of the impact of the criminal justice system on marginalised communities and are passionate about empowering those most affected to create a change, then we can't wait to hear from you!

THE 4TIFY PROGRAMME

In the dictionary, to *fortify*, means to strengthen something. Its synonyms include to secure, surround and protect. This is the approach that our 4TIFY programme takes. 4TIFY is a youth-led membership programme which increases the safety and resilience of young people (aged 13 - 25) from Grahame Park Estate. We deliver several strands of activity including:

- Intensive 1:1 mentoring support (in the community, police station/custody and PRUs)
- Group workshops
- A drop-in service
- A boxing club
- Community outreach

After the success of the 4TIFY pilot programme, we are now in the process of expanding the service to include:

- Creative projects (including daily music studio access, industry masterclasses and accredited music courses)
- A legal clinic
- A breakfast/dinner club

JOB DESCRIPTION

Job Title:	4TIFY Programme Manager
Reference:	4FP118
Location:	Grahame Park Estate, NW9
Reporting to:	Managing Director
Direct reports:	4TIFY Youth Support Workers, 4TIFY Facilitators, 4TIFY Volunteers
Hours:	Full Time (35 hours per week) The nature of The 4Front Project's work means that evening and weekend working may occasionally be required.
Contract:	Permanent
Salary:	£26,000 - £29,000 (dependent on experience)

We're seeking someone engaging and inspiring who can provide outstanding leadership in operational matters to ensure the 4TIFY programme is not only effective, but exceptional. You have a remarkably high standard for yourself and for others. You will be highly motivated and thrive in a fast paced, start-up environment. You are experienced at leading a team and you enjoy supporting people to think critically about themselves, their communities and society. You love creating safe and supportive spaces for people to explore their challenging life experiences. You believe in people's potential to change and you love supporting people to explore and build their identity. You see courage in vulnerability and are committed to building peace. You have not only developed a thorough understanding of social injustice, but you are committed to actively addressing it.

KEY RESPONSIBILITIES

BECOME A CORE MEMBER OF THE 4FRONT PROJECT TEAM

- You'll be **visionary** - seeing your work at The 4Front Project as a crucial part of your identity and purpose in life
- You'll be **committed** - upholding our vision, mission, principles and values at all times
- You'll be **bold** - actively contributing to a workplace culture that centres justice, change and hope
- You'll be **engaged** - actively participating in staff meetings, staff training, supervision and reviews
- You'll be **responsible** - following our policies and procedures at all times, including (but not limited to) our Safeguarding, Data Protection and Health and Safety policies

MANAGE THE 4TIFY PROGRAMME

- You'll be **strategic** - developing and shaping the design of the programme and collaboratively working with the leadership team to improve the service
- You'll be **organised** - coordinating the day to day logistics of the service with remarkable attention to detail in order to ensure the programme runs seamlessly
- You'll be **empowering** - facilitating youth leadership and ensuring 4TIFY members play an integral role in decision-making and shaping the programme to meet their own needs
- You'll be **nurturing** - supporting the delivery team through regular 1:1 supervision and creating space for reflective practice in order to identify and address areas of improvement and opportunities for professional development
- You'll be **protective** - creating a safe and appropriate environment, ensuring you carry out regular risk assessments for yourself, 4TIFY members and relevant activities
- You'll be **accountable** - reporting on evidence of programme outcomes and ensuring transparency at leadership and Board level
- You'll be **efficient** - collecting and maintaining appropriate records using our database system, and ensuring that these are accurate, up-to-date, completed in a timely manner and secure
- You'll be **robust** - ensuring programme data is securely held in line with GDPR and our Confidentiality Policy and Consent Policy
- You'll be **rigorous** - monitoring the delivery of all Service Level Agreements, contracts and grant agreements relating to the 4TIFY Programme
- You'll be a great **communicator** - championing our work and excited to discuss the programme with a wide range of stakeholders in community, education and criminal justice sectors
- You'll be **thorough** - actively researching and building relationships with other organisations that can support our members, ensuring that the organisation as a whole has a good knowledge of other services
- You'll be **well networked** - already connected with groups committed to tackling issues of social justice and eager to network with other relevant grassroots organisations
- You'll be **imaginative** - managing all 4TIFY communications and creating innovative ways to raise awareness of the programme including through mainstream and social media, articles, interviews and more

KEY RESPONSIBILITIES

DELIVER THE 4TIFY PROGRAMME

- You'll be **dedicated** - providing reliable support services tailored to meet the needs of young people with complex needs
- You'll be **sensitive** - protecting vulnerable members and accommodating their needs by creating a safe and supportive environment where they feel accepted and welcomed
- You'll be **compassionate** - offering members guidance and promoting their personal, educational, health and social development through all interactions
- You'll be **creative** - developing and delivering empowering workshops to build identity and understanding
- You'll be **intuitive** - identifying where additional specialist support is required and supporting members to understand the local services available to them
- You'll be **motivating** - supporting the creation of personalised development plans for members and providing accountability to enable them to reach their goals
- You'll be **aspirational** - raising our members expectations of themselves by developing extraordinary, life changing pathways to achievement and transformation
- You'll be **confident** - dealing with conflict and managing difficult conversations to successful resolution
- You'll be **supportive** - helping members to organise showcases and events to celebrate their achievements

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
First-hand experiences of the issues we address through our work	Experience of monitoring and evaluation systems to measure programme impact
A thorough understanding of social justice issues, systemic inequality and injustice, including the impact of the criminal justice system on marginalised communities	Experience building and maintaining excellent relationships with community organisations and partners
A thorough understanding of safeguarding and child protection frameworks	Experience liaising with statutory services, other agencies and institutions
Excellent leadership skills with experience in managing, supporting and motivating a team, enabling them to have a clear sense of direction in their work	Experience of developing robust processes, procedures and policies to ensure programmes are run seamlessly
A minimum of 5 years experience working with young people in a range of activities and settings	Experience of participating in and coordinating social action work and campaigns
Experience supporting young people who have been impacted by serious youth violence, injustice, inequality and disadvantage	Experience advocating on behalf of young people who have experienced injustice, inequality and disadvantage
Experience supporting people who identify as Black British, African, Caribbean and Mixed Heritage	Experience delivering creative projects including music and film
Experience of directing, developing and delivering complex programmes	Experience of managing premises, including a health safety
Experience delivering tailored one-to-one emotional support, mentoring and facilitating group workshops	Owning a valid driving licence and a car

HOW TO APPLY

THE CLOSING DATE FOR APPLICATIONS IS FRIDAY 13TH SEPTEMBER 2019 AT 5.00PM

We would like this position to start as soon as possible.

Interviews will be conducted on a rolling basis, so we encourage early applications.

To apply for this position, either:

- Send a comprehensive and relevant CV, with a supporting statement addressing the person specification and answering the questions below (no longer than 500 words for each question).
 - Send a comprehensive and relevant CV, with a video of you addressing the person specification and answering the questions below (no longer than 5 minutes).
- 1) What are the impacts of serious youth violence on young people and how can they be supported to overcome these challenges?
 - 2) If you could change one thing about the criminal justice system, what would it be and why?
 - 3) What does empowerment mean to you and how do you feel it can be incorporated as a principle in your work?

We are an equal opportunities employer and do not discriminate against candidates who may have previous convictions. We will also make reasonable adjustments for employees that may have access requirements.

Applications should be emailed to **info@4frontproject.org**. Please ensure you quote the job reference number in the subject line of your email. Please send your video using WeTransfer. If, after reading the application pack, you have any questions, please do not hesitate to contact us at **info@4frontproject.org**.



Tel: 020 3489 5654 | Email: info@4frontproject.org | www.4frontproject.org

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Registered Company No. 08880556 | Registered Offices: 4 - 5 The Concourse, Colindale, NW9 5XB