



<b>Job Title</b>	Trainee Youth Manager
<b>Location:</b>	The Bungalow Youth Project Victoria Park Lodge Plymouth Road Buckfastleigh
<b>Hours of work</b>	20-25 hours per week
<b>Line Manager:</b>	Charity Director
<b>Pay Scale</b>	£17.00 per hour

### About Us

At the heart of our work is The Bungalow Youth Project, a dedicated youth space where young people are welcomed as they are.

The Bungalow Youth Project is delivered by Buckfastleigh Community Development Project (Trust), a registered charity rooted in a simple belief: that young people already hold the strengths and potential to shape their own futures — and that our role is to create the conditions where that can happen.

Over time, our practice has evolved. We are not a service that “fixes” young people. We are a space that walks alongside them.

Our approach is trauma-informed, recognising that behaviour is communication and that many young people arrive carrying experiences that impact how they engage with the world. We prioritise safety, consistency and trust — creating an environment where young people can regulate, build relationships, and begin to see themselves differently.

We focus on:

- **Belonging before behaviour** — creating a space where young people feel safe, seen and accepted
- **Relationships first** — building trusted, consistent connections with adults and peers
- **Youth voice and agency** — young people shape what happens here, from activities to culture
- **Strength-based development** — recognising skills, potential and leadership, not deficits

Through this, we support young people to:

- Develop emotional resilience and self-awareness

- Build confidence, identity and a sense of purpose
- Form positive relationships with peers, family and the wider community
- Take ownership of their space and their role within it

Our work is dynamic and continually evolving. We listen, adapt and grow alongside the young people we serve — ensuring that The Bungalow remains a relevant, trusted and sustainable part of the community.

**Purpose of the Role:**

To deliver high-quality youth work while developing the skills, confidence and experience to take on a future leadership role within The Bungalow Youth Project.

This role combines hands-on youth work delivery with structured learning and development, working closely alongside the Charity Director to understand how to run, grow and sustain a youth organisation.

**Key Responsibilities:**

- Lead and deliver engaging youth sessions across the programme
- Build strong, consistent relationships with young people
- Support a safe, inclusive and welcoming environment
- Work collaboratively with the team, contributing ideas and leadership
- Learn and develop skills in programme design, leadership and management
- Reflect on practice and support continuous improvement

**Core Role: Youth Sessions**

You will take a lead role in delivering youth sessions that are safe, engaging and shaped by young people

**Responsibilities include:**

- Plan and prepare sessions in advance, with clear aims and outcomes
- Involve young people in planning, delivery and evaluation
- Deliver face-to-face youth work (evenings/weekends as required)
- Create engaging, fun and meaningful activities
- Work within agreed budgets
- Recognise and celebrate young people’s achievements
- Maintain accurate session records and registers
- Follow safeguarding and online safety procedures at all times
- Report concerns promptly to management
- Take and upload appropriate photos (in line with consent and policy)
- Lead and participate in session debriefs and reflective practice
- Track and evidence young people’s development
- Maintain a clean, safe environment before and after sessions

**Core Role: Learning, Development and Leadership**

- Work alongside the Charity Director to understand how the organisation operates
- Learn how to design and develop a responsive youth programme
- Develop skills in team leadership, communication and decision-making
- Contribute to planning, evaluation and organisational development
- Gain experience in Safeguarding leadership, partnership working and community engagement
- Build confidence in leading staff, volunteers and young leaders
- Support the long-term sustainability and growth of the Bungalow Youth Project

**Core Role: Admin and Team Contribution**

- Contribute to programme planning and development

**General Responsibilities**

- Represent and promote The Bungalow Youth Project positively
- Maintain up-to-date knowledge of policies and procedures
- Work in line with trauma-informed and youth-led practice
- Maintain a safe, welcoming and inclusive environment
- Be flexible and responsive to the needs of the organisation and young people