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## Job Description

<b>Title:</b>	Youth Development Team Lead
<b>Location:</b>	111 Seaview Road, New Brighton, Christchurch
<b>Reporting to:</b>	Operations Manager
<b>Hours:</b>	Permanent, full-time 30-35 hours per week, including school holidays, some evenings and weekends
<b>Salary:</b>	\$60,249.24 - \$72,537.53 FTE (pro rata), aligned with sector benchmarks

### Vision and Purpose of Youth Alive Trust

Youth Alive Trust's vision is to see *tamariki*, *rangatahi* and their *whānau* filled with hope. Motivated by our Christian faith, our mission is to positively influence the lives of *tamariki*, *rangatahi* and their *whānau* through relationship-based programmes.

### Purpose of Position

The Youth Development Team Leader is responsible for overseeing the delivery, quality, and strategic alignment of youth development services and programmes. This includes leading a team of youth workers, developing evidence-informed programmes, ensuring cultural safety, and delivering effective, relational youth engagement that aligns with the Trust's Christian values, *Te Tiriti o Waitangi*, and the Code of Ethics for Youth Work in Aotearoa.

### Key Responsibilities

#### 1. Team Leadership and Supervision

- Lead, manage, and support a team of *kaimahi taiohi*.
- Facilitate team meetings, compliance, and high-quality programme and event design.
- Provide on-the-ground coaching and mentoring to ensure consistent quality and values alignment.
- Assist in planning and coordinating training for youth workers and volunteer workers.
- Monitor performance against predetermined metrics.

#### 2. Programme and Event Oversight and Development

- Ensure youth development programmes and events are designed and delivered in alignment with the Trust's model of practice and youth development principles.
- Oversee planning, delivery, monitoring, and evaluation of youth development initiatives.
- Monitoring the quality of programmes and events.
- Regularly reporting back to Trust management on the performance of the programmes and events.

#### 3. Practical Youth Work

- Coordinate youth development programmes and events.
- Support youth development programmes and events with practical youth work.
- Maintain high-trust relationships with *rangatahi* and *tamariki* through consistent and strengths-based engagement.
- Model and promote behaviour aligned with the Christian faith and youth work ethics.

#### **4. Stakeholder Engagement**

- Build and maintain collaborative relationships with Grace Vineyard Church, local schools, community partners, funders, and *whānau*.
- Ensure culturally safe engagement with *mana whenua* and other Māori stakeholders.
- Represent the Trust professionally in external forums, networks, and community events.

#### **5. Administration and Compliance**

- Maintain accurate records, incident reports, planning documents, and evaluations.
- Ensure compliance with legal requirements as well as the Trust's policies on Child Protection, Health & Safety, Privacy and Youth Development Programmes.
- Manage programme budgets in line with delegated authority and financial guidelines.

#### **6. General Responsibilities**

- Seeking out and attending external training appropriate to the role.
- Attending Trust staff meetings, socials, and training events.
- Recording and submitting hours worked on the appropriate mobile application.
- Meeting with an external supervisor once a month.
- Meeting with their line manager regularly.

### **Functional Relationships**

- Youth Work Team
- Trust management
- Schools and external agencies
- Parents, caregivers, and *whānau*
- Volunteers and interns
- Grace Vineyard Church and community stakeholders

### **Key Accountabilities**

- Lead with cultural humility and ethical integrity.
- Deliver safe, inclusive, and high-impact youth programmes and events within financial parameters.
- Foster a team culture of trust, accountability, and professional growth.
- Evaluate outcomes and report effectively to management and funders.
- Model grace, integrity, and servant leadership in all interactions.

### **Key Expectations**

- Uphold the principles of *Te Tiriti o Waitangi* in youth work practice and leadership.
- Be an active member of a Christian faith community and demonstrate Christian character.
- Ensure programme safety, inclusivity, and responsiveness to diverse needs.
- Protect the privacy and dignity of young people and their *whānau*.
- Promote the use of reflective practice, supervision, and continued learning.
- Ensure the maintenance of a safe working environment for self, colleagues, young people, and parents/caregivers, by following Health and Safety policies and procedures, and practising safe work protocols.

### **Person Specification**

#### **Essential Skills and Attributes**

- At least 3 years of experience in youth development work or a related field.
- Prior experience leading a team and supervising staff.

- Strong knowledge of youth development principles, trauma-informed practice, and the Code of Ethics for Youth Work in Aotearoa.
- Excellent interpersonal and communication skills.
- Confidence in using digital tools and a Microsoft 365 work environment.
- Competency in te reo Māori and tikanga Māori or a willingness to learn.

### **Preferred Qualifications**

- Level 6 (or higher) qualification in youth work, social work, education, or a related field.
- Full driver's licence.
- Experience working in a faith-based and bicultural organisation.

### **Acknowledgement**

I have read, understand, and agree with this job description, and undertake to fulfill the requirements thereof.

**Name:**

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**Date:**

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**Signature:**

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