



## Team Leader - Enterprise

### *Job Description*

<b>Service:</b>	<i>Enterprise</i>
<b>Reports To:</b>	<i>Work Based Learning Manager</i>
<b>Location:</b>	<i>Working across Young Somerset bases in Somerset</i>
<b>Main Purpose of Post</b>	
<p>What You'll Be Doing:</p> <ol style="list-style-type: none"> <li>1. Leading Projects You'll plan and run a variety of projects that give young people real opportunities to build skills and work experience. You'll also be our go-to person for anything related to employment and accreditation within Bold and Brave.</li> <li>2. Working with Young People A big part of the role is getting stuck in – meeting with young people, running group sessions, and helping them figure out what they want to do. You'll support them in setting goals, preparing for jobs, and gaining qualifications.</li> <li>3. Team Leadership You'll manage a small team, including Job Coaches, a Functional Skills Tutor, and other staff who work in our Bold and Brave programmes. You'll help them do their best work and make sure we're always delivering a high-quality service.</li> <li>4. Building Partnerships You'll work closely with local schools, employers, funders, and other community partners to create new opportunities and build strong relationships that benefit the young people we support.</li> <li>5. Bringing New Ideas to Life We're always looking to grow and improve. You'll play a key role in developing new ways to engage young people and helping us expand what Bold and Brave can offer.</li> </ol>	
<b>Main Responsibilities and Duties</b>	

- These responsibilities apply to all Young Somerset Team Leaders. Additional service-specific duties will be detailed in your individual Assignment Scope.
- **Support Young People in the Workplace**  
Assess young people on work-based learning programmes to understand their needs and provide tailored support to help them grow in confidence and independence at work.
- **Deliver Accredited Learning**  
Plan and deliver sessions for Functional Skills and other accredited qualifications. This may include acting as a City & Guilds Functional Skills Assessor.
- **Access to Work**  
Work with the Finance team to complete and regularly update Access to Work support plans for eligible young people.
- **Maintain Workplace Standards**  
Ensure all young people taking part in work-based programmes follow food hygiene and health & safety procedures. This includes managing record keeping, risk assessments, sickness reporting, food storage and cleaning processes.
- **Deliver Activities and Interventions**  
Facilitate engaging, outcome-focused activities and interventions for young people on supported employment courses, using methods appropriate to their needs and abilities.
- **Model Best Practice**  
Demonstrate safe, high-quality delivery in all sessions. Proactively manage day-to-day issues, working with the Senior Safeguarding Officer or Health & Safety Lead when needed.
- **Work Collaboratively**  
Attend and contribute to internal and external meetings. Work with colleagues, partner organisations, and local community contacts to create and expand opportunities for young people—especially around employability and accreditation.
- **Lead and Support Your Team**  
Line-manage staff and volunteers in your project area, providing day-to-day operational support. Lead recruitment, onboarding, and performance management in line with Young Somerset’s policies.
- **Track Impact and Report Outcomes**  
Ensure accurate data collection and reporting within your area of responsibility. Provide evidence of outcomes for young people and communities, and support reporting to funders or partners as needed.

The post holder may be required to undertake additional duties commensurate with the level of this post.

#### **Additional Information**

The postholder must be able to demonstrate commitment and enthusiasm towards Young Somerset's four core values: Putting Young People First, Inspiring, Collaborating, Going Further.

The post will be a combination of home, office-based work and operational delivery from a range of community locations, balancing frequent ICT use with more direct activity with young people. For the latter, this requires moderate physical effort. The postholder may be required to pack and transport resources and to support young people in a range of indoor and outdoor environments, which may include some lifting and carrying.

An Enhanced DBS clearance is required as post holder will be working with children and young people. This post is exempt from the Rehabilitation of Offenders Acts.

This role includes some evening and weekend work. The post holder will be required to maintain a suitable, confidential space to work from home. The postholder will be based in Taunton but the job will require county wide travel. They may also be required to travel to Young Somerset premises to attend meetings or training. They may also be required to provide support at other Young Somerset enterprise venues, and to support other organisational events as appropriate.

The salary band for this role is £31,000 - £32,924 for 37 hours per week.

Holiday entitlement is 27 days, plus 8 Bank Holidays (with an additional 5 days following 5 years' service).

### **Qualifications**

#### **Essential**

- Qualification in discipline relevant to employability, careers advice or Functional Skills
- Qualified or acquired knowledge to degree level
- Teaching or Assessor qualification

#### **Desirable**

- Qualifications relevant to supporting young people with specialist or additional needs
- BASEs Supported Employment Technique Training
- Other qualifications relevant to youth work/youth services delivery
- Current First Aid certification
- Food hygiene level 3
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### **Experience**

**Essential**

- Experience of working with at risk and/or vulnerable young people e.g. SEND, NEETs
- Management of quality and safe services for young people
- Line management and deployment of staff / volunteers
- Multi-agency and partnership engagement
- Intermediate knowledge of Microsoft applications and willingness to undertake training relevant to role
- Highly effective communication and interpersonal skills
- Strong planning and organisational ability

**Desirable**

- Delivering activities or interventions to young people with specific needs
- Working for a charity
- Experience applying for funding bids
- Delivering advice & information services to young people
- Working in the hospitality and retail sector
- Retail supervision or management, including stock control, customer service, product display and promotions.
- Marketing products or event management
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**Required Competencies**

Please read this section alongside the Young Somerset Competency Framework. This role requires the competencies at the following levels:

1. Leading and Deciding	
1.1 Deciding and initiating action	Essential
1.2 Leading and supervising staff	Essential
2. Supporting and Co-operating	
2.1 Working with people	Essential
2.2 Adhering to principles and values	Essential
3. Interacting and Presenting	
3.1 Relating and networking	Essential
3.2 Persuading and influencing	Essential
3.3 Presenting and communicating	Essential
4. Analysing and Interpreting	
4.1 Writing and reporting	Essential
4.2 Applying expertise and technology	Essential
4.3 Analysing	Essential
5. Creating and Conceptualising	
5.1 Learning and researching	Essential
5.2 Creating and innovating	Desirable
5.3 Formulating strategies and concepts	Desirable
6. Organising and Executing	
6.1 Planning and organising	Essential
6.2 Developing results and meeting customer expectations	Essential
6.3 Following instructions and procedures	Essential

7. Adapting and Coping	
7.1 Adapting and responding to change	Essential
7.2 Coping with pressures and setbacks	Essential
8. Enterprising and Performing	
8.1 Achieving personal work goals and objectives	Essential
8.2 Entrepreneurial and commercial thinking	Essential