

Overview

This standard is for youth workers who support young people to manage resources, including finances, for an event, activity and/or project. It is also suitable for those who manage the resources and finances of such a project themselves.

This standard includes working with young people to draw up a financial and project plan for an event, activity and/or project, managing the resources required, monitoring the income and expenditure and keeping accurate records.

Depending on the context, activities could be stand-alone, or could collectively make a programme and/or could be part of a project.

This standard is suitable for all youth work practitioners.

Performance criteria

You must be able to:

1. establish the available budget for the proposed activity
2. agree with young people the resources needed for the proposed activity, including the necessary skills, people's time, equipment and materials
3. assist young people to identify any gaps in the available resources required, to explore options for meeting the gaps, and the impact upon budgets
4. assist young people to develop and implement realistic plans for raising money and obtaining further resources
5. assist young people with applications for funding
6. involve young people in preparing an accurate project plan for the required activity which sets out a schedule of actions
7. agree the project plan and budget with the young people involved and any other relevant parties
8. work with young people to establish a system for monitoring progress against the schedule and budget
9. monitor the expenditure and any income whilst the activity is being progressed, identifying any significant variations from the budget, the reasons for these, and take appropriate action
10. assist young people to review the outcomes of the activity, including how resources were managed, and use the findings to make recommendations to inform future work
11. keep clear, accurate and comprehensive records following your organisation's policies and procedures for records keeping
12. put contingency plans in place that mitigate against the risk to resources
13. meet the values and principles underpinning youth work in relation to the requirements of this standard

Knowledge and understanding

You need to know and understand:

1. legal, regulatory and ethical requirements relating to youth work, and their impact on your area of operations
2. legislation and organisational guidelines relating to raising money or other resources for youth work activities
3. the information required and where to source this, for preparing a realistic estimate of the budget and resources necessary for the activities
4. why it is important that young people participate in estimating, planning, and managing resources
5. the importance of spending time on, and of consulting with relevant parties when estimating the resources required and establishing a budget for activities
6. how to prepare, agree and monitor a budget with young people
7. financial accountabilities and the extent to which people are financially responsible within your organisation
8. how to evaluate resource requirements and identify gaps
9. why it is important to support young people in obtaining their own resources for activities
10. the range of available resources, both within and outside own organisation
11. how to set, monitor and document action plans with young people
12. systems for tracking income and expenditure during implementation of an event, activity or project
13. why it is important to monitor expenditure carefully and involve young people in the monitoring
14. the importance of providing accurate and regular information regarding performance against the budget to relevant people
15. the limits of your authority, and to whom to refer to when necessary
16. the values and principles underpinning youth work in relation to the requirements of this standard

Manage resources with young people for youth work activities

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