



# Job Description:

## Youth and Community Manager

**Organisation:** Ripon YMCA, 5 Water Skellgate, Ripon HG4 1BQ

**Responsible to:** Chief Executive

**Salary (FTE 37 Hours):** £31,409.89

**Contracted hours:** 28 hours to 37 hours

**Contract length:** Permanent

### Job Purpose:

The Youth and Community Manager is:

- Responsible for the day-to-day management and development of all youth and community activity at the YMCA.
- To communicate effectively with all stakeholders and ensure the smooth running of operations in the absence of the CEO alongside other managers.
- To develop and deliver projects and line manage project staff.
- To report against funded work and demonstrate how it meets the aims and outcomes of the project.
- To track and manage spend against project budgets.
- To understand, support and drive forward the vision and values of Ripon YMCA in its service delivery.

Working as part of a small team this role will require flexibility, with some out of hours work and lone working within a robust culture of Health and Safety compliance.

### Youth and Community Work

#### Time allocation 60%

The Youth and Community Manager is responsible for the delivery and development of our Youth and Community Provision. This includes Youth Work, Princes Trust Awards, Targeted Youth Work in Schools, Youth Voice and Young Leader projects, Business Engagement and Community Engagement. Initially delivery will be against existing funded projects, but it will be for the Manager to develop and learn from this activity to sustain the offer available.

- Regular reporting to the CEO
- Leading the planning and delivery of projects and sessions alongside staff and partners.
- Management of a small team of full time and sessional staff to coordinate delivery and capitalise on the resources available.
- Management of all project recording, monitoring and reporting to funders and CEO.
- Review and updating of policy, procedure and risk assessment.

- Development of business and community engagement in the local area to support our project and aims.
- Develop and coordinate volunteering policy, procedure and process to enable local volunteers to engage in our work.

### **Funding**

#### **Time allocation 20%**

The Youth and Community Manager will play a key role in supporting the organisations fundraising strategy. This is clear about our ambition to develop projects and maintain a variety of funded services from grants or trusts, this role will be key for sustaining this work and maintaining the reputation required to ensure future success. Some of this work will be carried out alongside the CEO and Finance Administrator.

- Develop and maintain excellent relationships with funders and partners to ensure the YMCA has a positive reputation with a proactive team
- Monitor and develop an understanding of possible funds, partnerships and opportunities for the organisation to respond to when appropriate
- Gather information and develop reporting processes to respond to funders, and also to champion our work to partners and the community.
- Create attractive and easy to read reports for all stakeholders demonstrating our outcomes and impact on a regular basis.

### **Community Engagement**

#### **Time allocation 10%**

Alongside the engagement required for specific pieces of work or for reporting purposes we require ongoing community engagement to develop awareness around homelessness and challenges faced by young people and young adults.

We are not a campaigning organisation, however we have a duty to challenge decision makers, build community awareness and champion the contribution of young people in our society. We do this through newsletters, events and celebration activity.

### **Other**

#### **Time allocation 10%**

Ripon YMCA is a small charity, as such all staff must be willing to offer flexibility in their approach to their role. Staff members have a responsibility to complete their allocated tasks but have an ability to show initiative and act in the best interests of the charity at any time. They should / will:

- Follow all Health & Safety guidelines
- Offer a flexible approach to their hours of work when necessary to ensure the safety and support of their colleagues, the tenants and the buildings.
- Always maintain confidentiality and professionalism

- Identify and engage with appropriate training opportunities for self and the wider team.
- Any other tasks deemed appropriate at the request of the CEO

**Out of hours:**

As a member of the management team, you will be required to support all functions of the organisation.

An out-of-hours service called NPA24:7 provide telephone assistance and emergency contractors to the YMCA site in addition to the availability of the Emergency Services. However, in exceptional circumstances all staff should be contactable by NPA24:7 or the CEO to assist and will be compensated for any time or inconvenience.

See out-of-hours procedure for more details.

<b>Ripon YMCA – Person Specification</b>				
Role: Youth and Community Manager			Salary (FTE 37 Hours): £31,409.89	
<b>Area</b>	<b>No:</b>	<b>Criteria</b>	<b>Essential or Desirable</b>	<b>How identified</b>
Qualifications		Qualified to NVQ Level 3 or higher	E	A
		Further education or professional qualifications in a related area: Youth Work, Community Work, Social Care, Family Support, Training, Education, Business Development or Fundraising.	D	A
		A full driver's licence with access to a car	D	A
Experience		Experience of working with young people or young adults from complex backgrounds	D	A and I
		Experience of working in a similar role or delivering projects within a small organisation or grant funded setting	D	A and I
		Experience of managing staff	D	A and I
		Experience of maintaining effective working relationships with all stakeholders (partner agencies, the public, young people, parents, providers)	E	A and I

		Experience of delivering workshops within the community	D	A and I
		Experience of delivering training or qualification frameworks for young people	D	A and I
		Experience of working within a budget and managing spend within defined responsibilities.	D	A and I
		Experience of working on own initiative within a team.	E	A and I
Skills		Ability to engage with young people and community members maintaining effective working relationships to effect change	E	A, I and E
		Ability to engage with community decision makers, grant providers and professionals from other organisations	E	A, I and E
		Ability to manage own workload, prioritising, recording and monitoring effectively	E	A, I and E
		Ability to maintain professional boundaries and work within policy and procedure	E	A and I
		Competent in using computers and related technology with a good level of literacy and numeracy	E	A, I and E
		Ability to use a range of computer software to communicate, record and present information and data	E	A, I and E
Knowledge		Have an understanding of the barriers and needs faced by young people today	E	A and I
		A good working knowledge of safeguarding, support planning and risk management processes	E	A and I
		Knowledge of fundraising and the different ways organisations can raise funds	D	A and I

		A good understanding of how organisations report and record against delivery to external funders	D	A and I
Attitude		Awareness of organisational development and understanding that his role will grow and be shaped by the postholder	E	A and I
		A commitment to, and understanding of, equality of opportunity and diversity	E	A and I
Other		Ability to undertake work outside of office hours when requested	E	A and I

Key:

A = Application form, I = Interview, E = exercise at interview