

Job Description

Job Element	Detail
Job Title	WCVYS Manager
Reporting To	WCYVS Board
Location	WCVYS Office and membership area
Main Purpose	To provide effective leadership, management, administration and development of the activities of WCVYS. To develop and maintain relationships within our membership area with both the Voluntary and Statutory Youth sector.
Duties & Responsibilities	<p>To oversee and manage the organisation's operation, including the efficient conduct of financial, operational, human resources and information management.</p> <p>To lead the strategic development of the organisation in line with the aims and objects, values and policies of the organisation; to undertake strategic analyses of the internal and external environment, including the assessment of stakeholder interests and needs.</p> <p>To service the board and sub committee meetings, in liaison with the chair, and advise the board on policy, strategy, legal, financial, staffing, constitutional and procedural matters.</p> <p>To ensure that all activities, services and products are planned to maximise the benefits of the operation to all members.</p> <p>To direct the organisation's funding applications, meeting with funders and contract managers as appropriate; to develop fundraising opportunities and ensure adequate resources for new initiatives.</p> <p>To develop partnerships with voluntary, statutory, commercial and other relevant organisations.</p> <p>To represent the organisation in key fora within the membership area relating to children, young people and voluntary sector providers and to promote the work of the organisation within the membership area.</p> <p>To have a strategic overview of the membership area, the statutory and voluntary service providers, identifying needs/gaps in service, and encouraging new developments by members.</p>
Scope or Scale	<p>WCVYS is a charitable company limited by guarantee with an annual turnover of approximately £220,000. The organisation provision includes a membership of 89 clubs and organisations</p> <p>Line Management responsibility for a staff of 7.</p> <p>Supports and advises 89 members.</p>
Salary & Benefits	<p>28-30k dependent on experience</p> <p>25 days plus statutory bank holidays</p> <p>6 month probationary period (without entitlement to sick leave)</p>

Person Specification Essential Requirements

Knowledge

Knowledge within a related professional field (eg. Childcare, children's development, play, youth work) and understanding of other related fields.

Knowledge and understanding of the needs of young people

Knowledge of Safeguarding

Knowledge of the Worcestershire area

Knowledge of ICT, management information and financial control systems

Knowledge of current developments in the sector (e.g. Commissioning)

Knowledge of Equal opportunities and diversity

Experience

Previous experience of management and leadership.

Experience of financial management, budget preparation, monitoring and reporting.

Experience in the Voluntary sector and/or Youth and/or Children's services.

Experience of securing funds and grants

Skills and Abilities

To have proven team-building and leadership skills including staff development

To have strategic management and development skills and an ability to plan across a variety of provision

To have strong inter-personal skills and proven ability to develop effective working relationships with a range of organisations, partners and funders.

Excellent communications skills written and verbal including presentation and public speaking skills.

A full driving licence and access to a car for work.

Safeguarding

As an organisation committed to the wellbeing of young people all successful applicants will be required to complete a CRB Disclosure. The disclosure at enhanced level must be received before appointment. The organisation will comply with new ISA Regulations as they are introduced.

Equal Opportunities

WCVYS has an equal opportunities policy and is working towards becoming an Equal Opportunities Employer.

Our stakeholders are:

- Members

- Other voluntary sector organisations

- Staff

- Children and Young people in the membership area

- NCVYS

- Local councils

- Local Health Authorities

- Other organisations that could further our aims