



Whitehaven Harbour Youth Project

Swingpump Lane, Whitehaven, Cumbria, CA28 7LZ

admin@whyp.org.uk

www.whyp.org.uk

JOB DESCRIPTION

Post: Project Director

Reports to: Board of Trustees

Primary Role

To uphold the ethos of the project ensuring that it continues to benefit young people in our community and its work and reputation continue to thrive. Responsible to the Board of Trustees for all operational, strategic and developmental aspects of the project in order that they fulfil their formal and legal responsibilities.

Duties

Lead a dedicated team, including responsibility for all personnel and human resources matters, ensuring that staff are trained and supported and that the philosophy, standards and behaviours of the project are upheld.

Ensure safeguarding practice and process is up to date and integral to the day to day running of the organisation. Be responsible for ensuring that incidents get an immediate and appropriate response and actively seek partnership opportunities that will maximise opportunities for the safeguarding of young people.

Secure new funding and take the lead on bid preparation, monitoring and evaluation.

Ensure that the project achieves all committed outputs and outcomes with existing funders.

Support and advise the management committee on all governance related matters, implementing necessary administration in this regard.

Actively seek partnership and development opportunities that will ensure the continued development of the project. Recognise the value of the project within the local and wider community and actively seek opportunities to support and grow this.

Understand national and local policies and agendas that may impact the work of the charity and explore opportunities for developing in line with these, including securing suitable grant funding.

Oversee all service delivery aspects of the project ensuring that staff understand their role in the success of the charity and the importance and value of every detail our services.

Take responsibility for all risk management decisions relating to all our services and beneficiaries on a day to day basis. This includes responsibility for ensuring that our outdoor and adventure activities programme fulfils requirements of our Adventurous Activities License and that exemplary standards of safety and quality are upheld.

Work with the Board of Trustees to Identify and negate risks that may adversely affect the integrity of the Project.



Take day to day responsibility for budget, including authorisation of expenditure in line with Financial Procedures. Work with the Treasurer to agree future budgets and ensure that all financial administration is maintained to a high standard for internal budget monitoring and external accounts preparation.

Ensure that all operations are conducted in accordance with the policies of the organisation and that policy documentation remains up to date, fit for purpose, and is actively implemented throughout the day to day workings of the organisation. This includes preparation of strategic and business planning documents in discussions with the Board of Trustees.

Support staff to ensure that a creative, appropriate and professional marketing image continues to expand and grow. Recognise the essential role that publicity plays in fulfilling the requirements of grant giving bodies and in securing the growth and reputation of the organisation.

Take responsibility for day to day building operations ensuring that buildings and equipment are maintained appropriately and that opportunities for growth and development are explored.

Understand the important role of volunteers and the opportunities that this provides for service delivery and for skills development. Support the lead youth worker in day to day coordination of volunteers and ensure all appropriate personnel support is in place.

Carry out occasional activity delivery as part of supervision / safeguarding responsibilities and to act as cover for key youth work staff as required, ensuring consistent delivery of service and the smooth running of the project at all times.

Salary: Linked to JNC scales, Point 22-26, £32,155 to £35,983 depending on experience.

Contract:

- Full time 37 hours per week with ability to follow a flexible working pattern essential.
- A Time Off In Lieu system is in operation.
- Pension Scheme with a minimum 3% employer contribution.
- Bike To Work and Child Care Voucher Schemes
- Generous holiday allowance of up to 30 days per annum.
- Training budget and development opportunities.

Application

Process: Comprehensive CV together with a covering letter which must detail your suitability for the role in relation to the person specification. In accordance with our Safer Recruitment procedures we will not accept applications in any other format. For enquiries, or for an informal discussion about the role, please contact Julie Monk on 01946 690 404 to arrange to speak to a member of the Board of Trustees.

Closing

Date: Midnight on 17th February 2019. Please mark your email for the attention of 'The Board of Trustees' and submit to admin@whyp.org.uk.

Interviews: 28th February and 1st March 2019.

Start Date: March/April 2019 but room for negotiation for suitable candidate.

Person Specification

Essential

- A belief in, and a passion for, the Whitehaven Harbour Youth Project mission.
- Experience of working in a youth development environment and a demonstrable understanding of the value of all aspects of the project in supporting young people's development.
- An ability to represent the project and its values to a wide range of external audiences.
- Experience of managing and leading teams.
- Strong interpersonal, relationship building, and presentation skills with an ability to engage and inspire a wide range of audiences across different sectors within the community.
- Safeguarding practice and procedure experience.
- A proven ability to ensure that day to day operations of the organisation run effectively, efficiently, and within any appropriate voluntary and statutory guidelines. This includes, but is not limited to, safeguarding, risk assessment, charity governance, business planning, performance management, marketing, grant reporting, and health and safety.
- Excellent business acumen to effectively manage risks and opportunities.
- Ability to manage multiple priorities effectively and under pressure.
- An understanding of working with, and managing, volunteers and the value that has for service delivery and skills development.
- A clear understanding of the role that monitoring and evaluation has to play in the charitable sector both in terms of its value to beneficiaries, to staff, and to organisational growth and reputation.
- Experience of working in a needs-led community environment.
- Experience of fundraising and writing grant applications.
- Experience of managing and being accountable for budgets.
- Creativity, critical thinking and resilience to ensure that the project continues to be a leader in its field.
- The post requires frequent travel around the County and it is therefore essential that the post holder has access to their own transport.

Desirable

- Level 6 or above qualification in Youth Work, Community Development or related field
- Minimum of 2 years' experience running a charity or business in a related field.
- National Governing Body qualification and/or experience working within the Adventurous Activities License framework.
- Experience working in a sports development environment.
- D1 classification for driving minibuses

Safeguarding

The post holder will be subject to an Enhanced DBS check for work in the children and adult workforce. Attendance on an appropriate Safeguarding course following appointment is essential if not already held.