



<p><b>Reports to:</b> Head of Children and Young People Services</p>	<p><b>Responsible for:</b> Delivery Manager and Project Workers  Some core and sessional delivery staff (including FTCs, placements, students and volunteers)</p>
<p><b>Date:</b> April 2022</p>	<p><b>Salary band:</b> £30,000 - £35,000</p>

**Role and Responsibilities**

To manage multiple youth & family community programmes to ensure they are delivered to a high standard.

Key Tasks	% time spent
<p><b>Programmes</b></p> <ul style="list-style-type: none"> <li>• Is responsible for the day-to-day operations implementing policies and systems as required</li> <li>• Ensures that reporting and monitoring requirements of projects are in line with project contract outcomes and that reporting deadlines are met</li> <li>• Ensures monitoring information is accurately captured to reflect activity for internal use and to produce required data for contract outcomes</li> <li>• Ensures all programmes are appropriately staffed (ratios, skills DBS, training etc) and are run according to Brathay's Safeguarding and other policies</li> <li>• Deals with safeguarding and other child protection issues in line with Brathay and statutory legal guidelines</li> <li>• Authorises programme expenditure in line with programme budgets and ensures programmes are delivered within budget</li> <li>• Contributes to budget planning processes</li> <li>• Works collaboratively with line manager and colleagues to design programmes and projects which are fit for purpose and financially viable</li> </ul>	<p>40%</p>
<p><b>Client Management</b></p> <ul style="list-style-type: none"> <li>• Manages the programmes for the designated area, ensuring that client contract requirements are met (financials, outcomes etc.)</li> <li>• Builds and maintains partnerships within the designated area</li> <li>• Manages key partner relationships</li> <li>• Writes reports as and when requested by senior management</li> <li>• Ensures that files and records are retained according to client contract requirements and GDPR regulations</li> </ul>	<p>20%</p>
<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Manages regional delivery staff through regular 1:1's and team meetings</li> <li>• Deal with people management issues as and when they arise, including staff welfare, holiday authorisation, sickness etc.</li> </ul>	<p>40%</p>



<ul style="list-style-type: none"> <li>• Leads on recruitment of new staff when required, ensuring it is carried out according to Brathay policies and procedures and legal requirements with support from HR</li> <li>• As recruiting manager work with HR to ensure all necessary DBS checks are completed</li> <li>• Supports core staff to manage volunteers, apprentices and students when appropriate</li> <li>• Ensure all staff complete an effective induction programme</li> <li>• Contributes to the development of practice/skills within the team</li> </ul>	
<p><b>Miscellaneous</b></p> <p>In addition to the duties listed here, the post holder is required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills, abilities and grade.</p>	

**Skills and Experience**

**Essential**

- Experience of managing people, both employed and sessional workers with the ability to deal with sensitive issues in a confidential manner
- Knowledge and experience of delivery in the CYP Sector, including work with families, statutory agencies and the voluntary sector
- Experience of delivering on outcomes for children, young people and families and meeting strict targets, achieving payment by results (where applicable)
- Experience undertaking operational administration, within a busy environment
- Excellent team-working and team-building skills in order to motivate others
- Confident and proficient user of spreadsheets, word processing, email and databases – preferably MS Office
- Ability to work within cyber security guidelines and with the drive to develop further
- Understanding of UK GDPR regulation and experience of working within guidelines
- Problem-solving skills and ability to remain calm under pressure
- Numerate and accurate with good attention to details
- Ability to communicate clearly both verbally and in writing to produce quality documents
- Good project-management and time management skills, with the ability to prioritise and work to agreed deadlines
- Self-motivated with ability to work under own initiative
- Ability to work as part of a team
- Experience and knowledge or working in multi-agency settings

**Desirable**

- Ability to build effective external client relationships to support business generation growing volume and/or scope of business, including: selling work, up-selling and working with co-trainers etc

**Education and Qualifications**

**Essential**

- Relevant professional or postgraduate qualification or 5 years' experience in relevant field
- Educated to GCSE standard or equivalent in Maths and English
- NVQ for youth workers (Level3) or equivalent of practical experience
- Safeguarding Level 2
- Current driving licence



### Desirable

- For vehicle insurance purposes, you should be at least 23 years of age and have held a full driving licence for at least two years with two years driving experience
- First Aid Certificate (16 hours)
- MS Office Suite (Intermediate)

### Limits of Authority

After satisfactory completion of probation, the post holder may authorise

- expenditure up to £2,500 from budget headings for which they are the budget holder

### Other Essential

- **Mission, Legal Responsibilities and Policies:** participates in the development of, and adheres to, the Trust's mission and values, plan, practice, and agreed policies
- **Health & Safety:** adheres to Brathay's Health & Safety policy and procedures and any other statutory H&S requirements
- **GDPR and Cyber Security:** adheres to Brathay's policies and guidance, as well as other recommended and statutory requirements
- **Equal Opportunities etc:** adheres to Brathay's Equality & Diversity policy, Safeguarding policy and any other policies that may be in force from time to time
- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, holidays etc. [Specifically in this role, the jobholder will need to be flexible with regard to occasional travel, evenings and weekends]
- **Team-working:** co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time
- **Research:** contributes to the research activity of the Brathay Research Hub

It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.