



Amble Youth Project - Delivery Manager Job description

The Delivery Manager is responsible to manage and develop the charity's current activities and its future work. The Charity has built on recent work to be in a good position with successful funding bids however we want to increase our engagement with young people and develop our links with the community. The Charity want to relaunch itself too, by widening its involvement through key events within the community. Trustees hope to provide strong support to the Delivery Manager to help the charity to press forward, helping it to be a service that is relevant, effective, safe, professionally and provides for children and young people in our community as much as feasibly possible. The Delivery Manager will monitor and review the Charity's activities and will be responsible for the delivery and continuous improvement of the Charity activities, ensure its safe operations and in accordance with legislation and good practices.

Key responsibilities are:

- management, development, reviews and assessments
- oversight and active participation where necessary of the delivery of the Charity's activities. In particular and as a matter of priority, leading the development and delivery of the Charity's senior work (13 -18 years)
- Manage, support and help professionally develop staff/volunteers and take an active role in their recruitment
- Monitoring, reviews and assessments (including risk assessments)
- Ensure the Review, Develop and Implementing the Charity's policy and procedures and being a part of further reviews and development
- Ensure administration duties complete, including payroll and petty cash management (trustee support is given)
- Build positive professional partnerships and promote collaborative and community development
- Face to face youth work especially with the 13 to 18 year old cohort
- Taking on a role within the designated safeguarding team and ensure the safety of children, young people and adults (trustee support is given)

To work with the After School Club coordinator and Fundraising contractor to identify funding needs, sources and contribute to complete reporting back to funders.

- Build on successful funding bids already made to deliver programs to meet existing commitments
- Build on relationships with existing funders to renew or expand on their commitments
- Work with Trustees to provide submissions to the Charity Commission
- Report back to Trustees and funders about proposed bids, programs, outcomes and reflective assessments.

Person specification

Since this is a diverse role, the charity requires someone who is enthusiastic, driven, organised and adaptable. The Delivery Manager will be a person that can lead, but also be hands-on ; someone that will thrive in a small, creative and resourceful team and who is happy to work flexibly within the remit of their role. A can-do attitude who will embrace challenges and seize opportunities for organisational growth is essential.

Relevant skills and experience:

Essential
<ol style="list-style-type: none">1. Excellent interpersonal and communication skills and works well with people at all levels and who will be a passionate, proactive advocate and ambassador for the Amble Youth Project2. Minimum of 2 year experience working in a Leadership/Management role3. Minimum of 2 year experience working with children and young people, managing behaviour4. Good leadership and organisational skills5. Strong knowledge of the issues that affect children and young people, their challenges and factors that can affect their wellbeing, health & safety6. Experience in leading a team, supporting personal development and providing line management in accordance with organisational policies and procedures7. Experience in managing a budget including monitoring expenditure and providing reports8. An understanding of role and value of volunteers and their support needs9. An understanding in legislation and compliance requirement as they relate to health and social care including safeguarding, health & safety data protection10. A commitment to deliver a quality and safe service and a strategic eye for business growth and development opportunities11. Trustworthy, reliable and able to work on your own initiative12. Experience working with children and young people with challenging behaviours and those affected by substance and alcohol use13. Proven track record developing new initiatives/projects14. Ensuring the safeguarding of children and young people15. A Satisfactory Enhanced DBS
Desirable
<ol style="list-style-type: none">1. A relevant qualification2. Experience within a charity setting, finance and volunteer management3. Driving license and access to a vehicle4. An understanding in legislation and compliance requirement in charity management

Salary and benefits

Salary: Subject to experience and qualifications in line with JNC guidelines professional range 13 -15. (circa £15.50 per hour)

20 hours a week for initial 12 months fixed term contract (fully funded post for 3 years going forward)

Holidays: Statutory Entitlement pro rota with Bank Holidays

Mileage allowance, mobile phone and laptop provided.

Amble Youth Project Ltd

Amble Youth Project Building

Dilston Terrace

Northumberland

NE65 0DT

Phone: 07881298939

Email: matthewconnolly@ambleyouthproject.org

Website: www.ambleyouthproject.org