



## JOB DESCRIPTION

### Wolvercote Young Peoples Club

Job Title:	Charity Manager
Salary:	up to <b>£35,000</b> pro rata dependent on experience
Responsible to:	
Responsible for:	
Accountable to:	
Place of work:	Base: Wolvercote Young Peoples Club, St Peters Road, Wolvercote.
Hours:	22.25 Hours per week, to include occasional weekends and evenings
Creation Date:	October 2020
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## **JOB PURPOSE**

**The Wolvercote Young People's Club** has been providing guidance, activities, and a safe space to young people aged 8-19 for over eighty years. Our mission is to improve the wellbeing of young people through building creative communities and a sense of belonging. We give young people the skills and inspiration to overcome the challenges they face to lead confident, healthy, and purposeful lives.

**This is a fantastic opportunity for an individual with passion and vision to oversee the expansion of a successful and well-established youth charity.** The Charity manager will be providing support and guidance to the board of trustees in growing the club and will be responsible for its day to day management. The successful candidate will join a well-established team, committed to the charity and community and will develop a thorough understanding of the WYPC, its stakeholders and its systems and processes.

The core components of the role are;

- Line management of paid staff and support to volunteers
- Strategic planning in collaboration with the board
- Meeting agreed annual fundraising targets
- Ensuring smooth running of charitable projects
- Overseeing implementation of new charitable projects
- Donor stewardship and recruitment
- Trusts & foundations bid-writing and relationship retention
- Partnership building with schools, agencies, and community groups
- Ensuring staff keep records up-to-date
- Up-to-date reporting to Board

## **ABOUT THE WYPC**

The WYPC provides a safe and fun environment to anyone aged between 8 and 19 in Wolvercote and Cutteslowe. Under the guidance of our qualified and experienced youth workers and trained volunteers, we see young people who use our Club growing in confidence, making friends, and developing new life skills. We encourage a fundamentally inclusive ethos, bringing together young people from diverse backgrounds into creative and accepting communities.

We have a range of activities for young people to get involved in arts and crafts, film-making, cooking, games, sports, and music making, and provide a safe place for young people to socialize, learn new skills and debate issues which affect them. Thanks to support from funders, we run projects throughout the year which can include outings in our minibus. In addition to our club-based activities, we sometimes provide online and detached youth services.

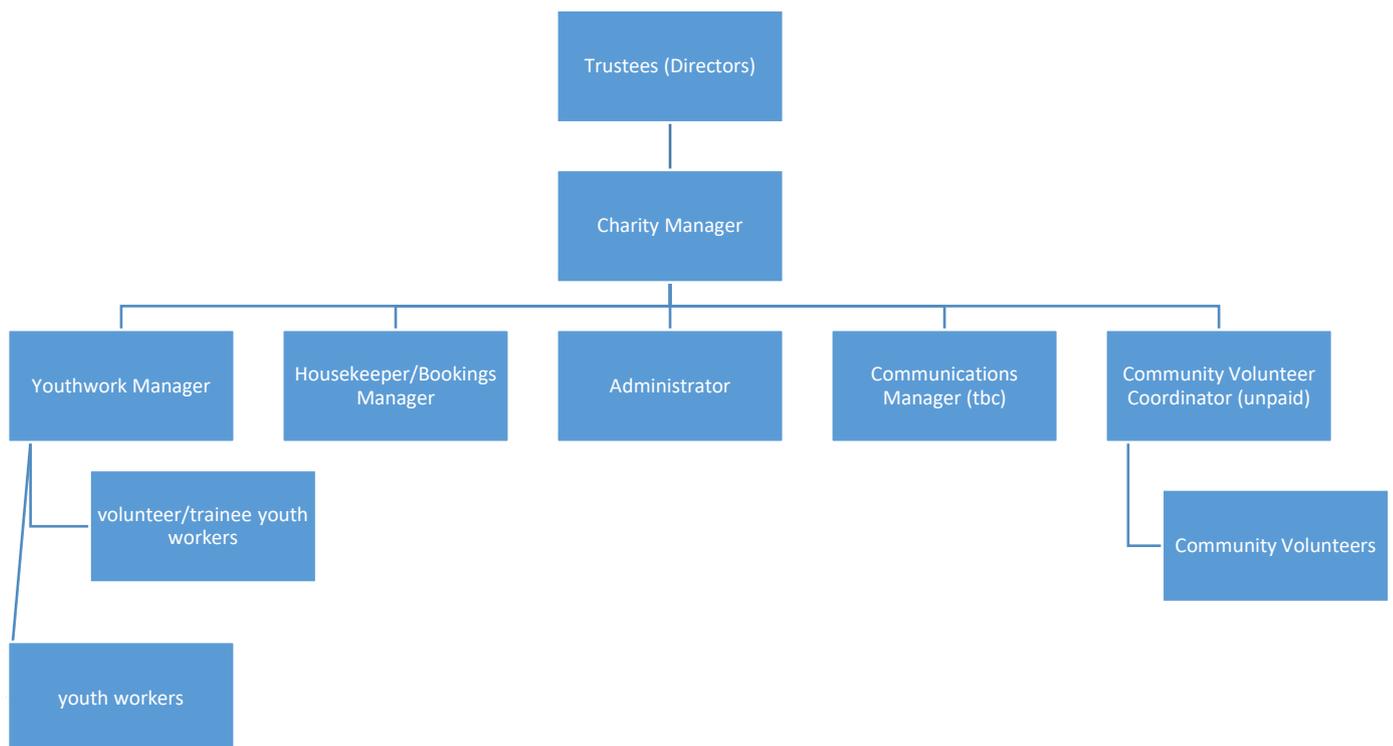
Our building includes an art room, gym, media room, chill out room, kitchen, and a games room with table football, ping pong and pool. Outside we have grassy lawns, parking for eight cars, and a five-a-side football court. The club owns its own minibus.



## OUR PLANS FOR GROWTH

The WYPC currently seeks both to improve the running of existing youth programmes and to expand provision into daytime youth-work for young people who are out of work, training, and education. Over the next year, we hope to implement new daytime skills-based projects including: a young-people run community café a t-shirt printing business; training in marketing, IT skills, and communications. In addition to fund-raising, the successful candidate will work with our youth work manager to ensure the delivery and growth of these new projects in a professional and consistent manner.

## STRUCTURE CHART





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## **CODE OF CONDUCT**

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### **Personal Development**

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### **Code of Conduct**

- To support the organisation in developing an effective work/life balance for employees and volunteers that meets the needs of the organisation.

### **Equal Opportunities/Diversity**

- To actively support the WYPC's commitment to challenging discrimination against individuals on the basis of ability, disability, gender, sexual orientation, religion or race in all our activities. To support an ongoing practice of self-reflection and review, so that the club is able to take an actively anti-discrimination position, challenging unconscious bias and systemic prejudice in our own governance and organisational structures and indeed in the wider world. To bring a deeper understanding across lines of difference via our youth programmes.

### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the WYPCs Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Board of trustees to ensure that statutory regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### **Infection Control**

- To comply with policies for infection control and hand hygiene

### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined within the WYPC Information Governance Policy.



- To comply with the Data Protection Act 1998, and any code of practice on Confidentiality and Data Protection as accepted by the WYPC.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Policy.
- To preserve the confidentiality of any information regarding young people, staff records and the charities business. This obligation shall continue in perpetuity.
- To raise any matters of concern with the board of trustees

### **Safeguarding**

- To recognise that promoting the welfare of, and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring young people are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the WYPC Safeguarding Policy and the Child Protection Policy
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Other**

- To be aware of and work in line with all policies and procedures.
- To carry out any other tasks as reasonably directed.



**PERSON SPECIFICATION**

<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<p>Knowledge Requirements</p>	<p>Good general education</p> <p>Understanding of issues impacting children and young people in the UK</p> <p>Understanding of safeguarding issues in relation to children and young people</p> <p>Understanding of government funding of activities relevant to WYPC</p>	<p>Fluency in a language other than English</p>
<p>Qualifications – Academic/Skills/Professional</p>	<p>Ability to work effectively in a multi-disciplinary team</p>	<p>Project Management qualification</p> <p>Leadership training</p> <p>Financial qualifications</p>
<p>Further Training or Job Related Aptitude and Skills</p>	<p>Ability to work to deadlines</p> <p>Excellent communications skills</p> <p>Evidence of successful bid or grant submissions</p> <p>Ability to write complex reports in relation to the activity of WYPC for external agencies and stakeholders</p> <p>Excellent presentation skills</p> <p>Confidence with a range of IT systems</p> <p>Broad range of admin skills</p>	<p>Drivers licence</p>



<p>Experience</p>	<p>Experience of working in a charity</p> <p>Experience of fundraising</p> <p>Experience of managing staff or volunteers</p> <p>Experience of managing events and projects from conception through to delivery</p>	<p>Experience of working with young people</p>
<p>Personal Qualities</p>	<p>Ability to work on own initiative</p> <p>Ability to work with a range of stakeholders</p> <p>Ability to handle conflict and difficult situations</p>	
<p>Contractual Requirements or other requirements</p>	<p>Ability to travel between sites and locations as needed</p> <p>Able to work flexibly</p> <p>Able to attend occasional meetings and workshops at weekends and evenings</p>	