



SNaP Development Project Job Opportunity

Youth Work Operations Manager Job Description

We are keen to recruit a Youth Work Operations Manager who will help support our values and ambitions.

Funded through the Reaching Communities National Lottery Programme, this is a highly rewarding job, which will allow an exceptional individual to make a real difference to the lives of young people.

Background and Context

SNaP Youth is a sub-name given to the registered charity 'SNAP DEVELOPMENT PROJECT'. The charity was formed in 2004 and for the last 19 years we have been delivering needs-led youth work for young people aged 10-16 years living in South Normanton and Pinxton. As the only long-standing generic youth work provider in the local area, we are passionate about developing and facilitating the very best youth work provision. We want young people to have somewhere to go that is fit for purpose, something to do that is developmental and challenging and someone to talk to who is genuinely interested. In practice, we support young people to gain the knowledge and information needed to make informed life choices. We encourage young people to get involved with something that they are interested in. It could be arts, drama, cooking, sports, music or taking part in volunteering - anything that sparks an interest and gives them confidence. We believe that when young people learn to feel good about what they are doing they are happier and better prepared to succeed in whatever they want to achieve in life. If you are interested in our work, please view our website by logging on to: www.snapyouth.org.uk

Post: Youth Work Operations Manager

Area: South Normanton & Pinxton

Responsible to: CEO

Salary: £20.00/hour

Hours: 25 hours per week

Funded: to start June 2023 - 2 year contract

Main Role:

The Youth Work Operations Manager will work closely with the CEO and Deputy Youth Work Manager, focusing on the charity's resilience and making continuous improvements to develop the service provision.

Specific Tasks and Responsibilities:

- Proactively research and understand the needs of young people, parents, community members and other stakeholders, and to use this knowledge to evolve the service offering to drive increased participation and engagement.
- Using 'Hart's Model of Participation', take a managerial lead to oversee and assist the design, development and creation of youth work programmes and services, ensuring they reflect researched trends and needs of young people and the community. *(With the deputy manager, build a participatory team and oversee the management process and the project development lifecycle)*

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- Strengthen 3rd party relationships, sharing best practice with educational institutions and other external parties (for example: community police, social care, networking with other charities and youth providers)
- To be responsible for the overall management and work of a highly effective youth work team, supporting and assisting the deputy manager to develop a team culture centred on continuous improvement and innovation. Placing young people at the heart of what we do. *(Work with, support, encourage, and delegate tasks to the deputy manager)*
- Engage with the ongoing development of the charity business plan, using it as a strategic tool to inform decisions as we move forward.
- Support the CEO in the sustainability and growth strategy, vision and goals evolution, to broaden the reach and participation of support for SNaP Youth.
- Focusing on the economic growth of the charity, in terms of establishing charity resilience and business building capability. Liaise with senior management to identify an aspirational plan with specific targets, ensuring that potential fund-raising initiatives align with the values of the charity. *(Design a diverse income generation strategy to include, for example, selling a 'blueprint' service to other areas, business sponsorship and corporate giving, creative community level fundraising).*
- Explore relevant 'corporate social responsibility investment' opportunities. Building relationships with businesses that align with the values of the charity, with the aim of focusing on revenue growth and creating positive change through the work of the charity.
- Liaising with senior management, design and implement a digital strategy as part of the charity's broader business plan; managing marketing campaigns with set goals that promote the charity, its youth work services and fund-raising challenge.
- Using data from operational activities, create management reports that present a holistic view of tasks and the strategies in place to achieve project goals. These will help assess performance, identify priorities and, highlight the charity's progress towards achieving its objectives and vision. They will also guide future strategic decisions.
- To maintain awareness of risks and changes in the external environment that affect the charity, it's employees and volunteers.
- To participate in regular performance reviews and be prepared to undertake training courses appropriate to the role.
- Ensure existing and newly funded projects abide by the charity's monetary policies, the grant makers agreed requirements and the objectives of the charity.
- To undertake any other such duties commensurate within the grade of the post, as required.

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Person Specification:

- Recent involvement with the youth work and community sector.
- Management and fund-raising experience.
- You will have good listening skills and be a gifted communicator.
- You will have good report writing skills.
- You will be an experienced, skilled person who will be able to manage activities involved in producing and ensuring the smooth and effective running of our youth work delivery.
- You will have strong time-management skills, the ability to prioritize tasks, manage deadlines and have excellent communication skills.
- You will have relevant experience and/or an understanding of working within a charity, voluntary or community setting.
- You will have the ability to respond flexibly to the needs of young people, the community, and the priorities of charity.

Essential:

You will be assessed on these points through the information you provide in your application and at interview.

A=Application I=Interview Ac=Activity

We will use the information you provide to assess your suitability for the role you have applied for.

Due to the nature of the post, successful candidates may be subject to a disclosure by the Disclosure and Barring Service. All new employees and volunteers are subject to a probationary period.

If you are interested in this offer, please send us your CV and a cover letter explaining how your skills and experiences fit the job role and person specification, to: **info@snapdp.org.uk**

All new employees and volunteers are subject to a probationary period. A review of performance against the above duties will be assessed after three months.



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