

JOB DESCRIPTION DELIVERY MANAGER

Reports to: Operations Manager/Assistant Head of CYP	Responsible for: Core worker and sessional staff related to Community programmes
Date: Sept 2020	Salary band: £24,500 - £29,000

Role and Responsibilities

To manage, -deliver and evaluate programmes with the project team to ensure that the CYP services are delivered effectively to young people, families and other key stakeholders.

Key Tasks	% time spent
Programme Delivery <ul style="list-style-type: none"> • Works with young people and families to identify issues and support them to make progress and improve life chances • Establishes and maintains relationships with young people and families • Designs, develops and delivers sessions relevant to individuals needs • Ensures that all activity is risk-assessed and compliant with Brathay's safeguarding and health & safety policies and procedures • Prepares project plans for delivery, ensuring that appropriate recording / evaluation methodologies are utilised (e.g. distance travelled, etc) 	40%
Project Management <ul style="list-style-type: none"> • Oversees the management of projects, contributing to the design and implementation of policies and systems as required • Manages projects to ensure that outcomes are met and files and records are retained according to contractual requirements • Ensures all health, safety, and security requirements are met • Manages and maintains the key partnerships within projects • Writes reports as and when requested by management at Brathay • Observes programmes to ensure quality of delivery • Submits staff timesheets by required deadline • Delivers projects to budget, ensuring purchase orders are raised in line with programme budgets • Ensures data collection and measurement tools are in place and being used effectively 	35%
People Management <ul style="list-style-type: none"> • Line manages project staff team – sessional workers and core staff (dependent on funding) 	

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<ul style="list-style-type: none"> • Deals with people-management issues as and when they arise, including staff welfare issues (return to work interviews etc.), holiday etc. ensuring sessions are covered at all times • Ensures that 1:1 meetings are carried out as appropriate • Prospects for suitable new recruits as and when required, ensuring that all recruitment for the service is carried out according to Brathay policies and procedures and legal requirements including DBS checking • Ensures all project staff successfully complete an induction programme • Carries out DBS risk assessments as and when necessary, liaising with HR as appropriate 	<p>20%</p>
<p>Income Generation</p> <ul style="list-style-type: none"> • Support Assistant Head of CYP to identify partnership and project opportunities • Develops relationships with current clients in order to develop Brathay's footprint 	<p>5%</p>
<p>Additional and Miscellaneous</p> <p>In addition to the duties listed here, the post holder is required to</p> <ul style="list-style-type: none"> • 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. • Complete tasks as noted on the attached 'Supplementary information sheet' 	

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Skills and Experience

Essential

- Significant experience of working with young people and families
- Knowledge and understanding of contemporary issues impacting on people at risk: e.g. drugs, alcohol, health and fitness, sexual health, gangs, financial/family/social care etc.
- At least 2 years' experience of face to face delivery with Youth and Community Groups, families or similar
- Ability to work with adult groups within a community development context
- Experience of group facilitation as well as formal stand-up training with groups of 5 to 20 people
- Knowledge and understanding of youth work curriculum
- Ability to communicate clearly both verbally and in writing
- Good report writing skills: ability to report clearly and effectively against targets
- Experience of managing a team including 1-1 supervisions and recruitment
- Computer literate and confident user of email, word processing and spread sheets, preferably MS Office
- Good project management skills and methodical, with good attention to detail and well-organised
- Self-motivated and able to work unsupervised

Desirable

- Creativity: ability to be creative, generate new ideas and adopt unconventional approaches
- Direct experience of working with young people within a college/school
- Direct experience of accreditation of programmes with youth and community groups

Personal Skills

Essential

- Strong belief in young people and ability to focus on their strengths and assets
- Ability to empathise with the issues and needs of disadvantaged young people and communities
- Self-motivated and able to work autonomously
- Strong problem solving skills with the ability to devise solutions using own initiative
- Excellent team working and team building skills
- A friendly, competent and constructive approach to working with an extended team of colleagues and clients
- Flexible attitude to work and working hours
- Open to change and personal development

Education and Qualifications

Current First Aid and Level 2 Safeguarding qualification are requirements for the position, however you will be considered if you are able to achieve these qualifications in the first six months.

Essential

- Current clean driving license



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- Educated to GCSE standard or equivalent in English
- Training and qualifications in Youth Work, Social Work, or any related field

Desirable

- PCV/D1 driving licence endorsement
- Educated to GCSE standard or equivalent in Maths
- Related professional qualification

Project specific skills, experience, education and qualifications can be found in the 'Supplementary Information Sheet'

Limits of Authority

Limits of financial authority are set out in the following documents, all of which are available on the intranet

- Scheme of Delegation Detailed
- Scheme of Delegation - Matters Reserved for the Board
- Expenditure authorisation

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
- **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.

I understand and accept the above job description and agree to carry out the functions and duties of this post.

Signed:

Date: