



Manager – No 4 Youth Service

Job Description

Job Summary

The Manager of **No 4 Youth Service** will support the Chairperson of the Board of Directors in their task of governance. They will undertake programme planning and development within parameters set by the Board of Directors. The Manager will be responsible for developing and maintaining relationships with the organisation funders. The Manager will be responsible for Human Resource management, the management of premises and equipment and legal compliance in addition to the overall management of the service. The Manager will be a senior spokesperson for the service and represent it in speech and writing both internally and externally. The Manager will ensure that the work of **No 4 Youth Service** is carried to the highest of professional standards at all times.

Support to Chairperson and Board of Directors

- Prepare monthly reports for Board of Directors.
- Oversee/prepare monthly financial reports for Board of Directors.
- Send written notice of meetings, minutes, reports and agendas to Board of Directors.
- Provide background information to support deliberation at Board meetings as required.
- Draft policy documents for consideration by Board as appropriate.
- Take minutes at Board meeting.
- Ensure timely enactment of decisions taken at board meetings.

Programme Management, Development and Planning

- Keep abreast of ongoing developments in Youth Work through literature review, professional networking and conferences.
- Develop and maintain systems of programme review, evaluation and organisational learning.
- Compile Annual Reports on service provision.
- Undertake operational planning.
- Identify and respond to emerging and changing needs in the Youth Sector.
- Identify gaps in service provision and develop responses to these in conjunction with the team.
- Evaluate the work of the projects on an ongoing basis.

Human Resource Management

- Develop and maintain effective Human Resource Management Policies.
- Manage recruitment as required in accordance with the **No 4 Youth Service** Recruitment Policy.
- Manage core and contract staff on a day to day basis ensuring that the work is carried out to the highest professional standard.
- Oversee the supervision requirements of CE participants and students.
- Assess and identify the training needs of staff/students/volunteers and arrange training as appropriate.

- Ensure all staff/students/ volunteers are appropriately vetted in line with legislation.
- Conduct annual review with staff.
- Provide monthly supervision to relevant staff members.
- Maintain records of annual and sick leave
- Ensure that Job Descriptions and Contracts of Employment are in place for all staff.
- Ensure compliance with policies for Community Employment staff.
- Manage problems and issues arising within the service in accordance with grievance policy.
- Organise, attend and participate in regular staff meetings to ensure effective team communication.

Health and Safety

- Develop and maintain effective Health and Safety Policies.
- Identify requirements for premises and equipment.
- Ensure proper maintenance and security of premises.
- Ensure adequate Fire Certification of premises.
- Ensure adequacy of insurance cover for premises and equipment.

Legal compliance

- Ensure ongoing compliance with Company Law, Charities Act, Employment Law, Health and Safety Legislation and Data Protection Law.
- Ensure that all necessary insurances are in place.
- Liaise with organisation's solicitors to seek advice as required.

Representation

- Undertake relevant professional networking.
- Represent the organisation at meetings, conferences and consultations.
- Represent the organisation on relevant boards or management committees.

Liaising with/Reporting to Funders

- Keep informed of developments in both existing and potential funding agencies.
- Maintain ongoing contact and manage relationships with the organisations funders.
- Inform the Board of Directors of funding opportunities or challenges to funding.
- Ensure that all funding requirements are fully met – plans, budgets, returns etc.
- Oversee the applications for new and existing funding.

Counselling

- Recruit contract counsellors as required and in line with HR policies and procedures.
- Co-ordinate counselling appointments.
- Liaise with young people/parents in relation to queries regarding counselling at **No. 4 Youth Service**.
- Monitor demand/need for counselling and allocate resources as required.
- Ensure support and supervision is available and attended by counsellors working at No 4 Youth Service.

Designated liaison Person

- Act as Designated Liaison Person for any Child Safeguarding issues that arise in No 4 Youth Service.
- Liaise with statutory agencies responsible for Child Protection and Welfare and be the resource person to any worker or volunteer who has Child Protection concerns.

- Ensure a Deputy DLP is available in the absence of DLP. Ensure that the Deputy DLP is knowledgeable about Child Protection and has undertaken all training considered necessary.

Financial Management

- Ensure the preparation and have oversight of an annual budget and forecasts.
- Ensure books are prepared in a timely fashion for annual audit.
- Ensure company accounts are prepared and available for approval at AGM.

Other

- Professional Development: -
The Manager will attend a monthly supervision session with a designated supervisor.
The Manager will attend training as identified in supervision and as can be advised from time to time by the Board of Directors.

This job description is not restrictive and the post holder may be required to carry out other duties as requested by the Board of Directors