



Institute for Youth Work

Job Description

- Job Title:** Development Manager
- Salary:** JNC Professional Range, pts 26 – 29 (£36,973 - £39,953)
- Contract:** Part time, 22.5 hours per week – this is a fixed term contract until March 2022 however we hope that this will be extended subject to funding. Due to the nature of the work, evening and weekend work including residentials will be necessary. Also considered for a secondment opportunity
- Responsible to:** Chair and Council of the Institute for Youth Work (IYW)
- Responsible for:** The operational management of IYW (including the Development Officer) and assisting the Chair and Council in developing youth work across the county.
- Purpose:** To act as the strategic lead for the organisation ensuring we meet our aims, objectives, activities, and plans including providing leadership to the Development Officer and support to the elected Council.
- Principal duties:**
- To maintain the influence and reputation of IYW as the focal point for youth worker engagement and empowerment nationally.
 - To manage all IYW initiatives, meet KPIs and funding targets.
 - To lead and develop regional, national, and thematic practitioner networks.
 - To develop and maintain appropriate partnerships with voluntary, statutory, and public/private sector organisations and encourage development of youth worker activities.

Main Tasks:

- Work with the Development Officer to proactively gather the voices and opinions from youth workers, youth sector providers and other partners and feed this into the organisation as well as various forums at a regional and national level including policy.
- Support the IYW Council, an elected group of youth workers, to ensure that they carry out their duties effectively and efficiently. Provide support to Trustees (four Council Members) who have additional responsibilities.
- Maintain existing and develop new relationships with key regional and national organisations and ensure that the range of voices of youth workers and the organisations they work for are represented across systems, structures, and strategies.
- Develop programmes that have clear measures for impact, outcomes, and outputs.

Funding and Resources:

- Identify and securing suitable grants, commissions, and other sources of funding to support the aims and objectives of IYW.
- Lead on income generation opportunities and targets.
- Working with the Treasurer, monitor the finances, ensuring work is within budget.
- To develop new opportunities and partnerships in relation to youth workers

Management:

- Provide a positive and inclusive culture where colleagues support and challenge respectfully.
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- Manage and supervise operational staff based within IYW.
- Ensure all key documentation is up to date and accurate.
- Ensure all projects and events are evaluated and where appropriate, reports written and circulated.

Partnerships and Networks:

- Seek, develop, and maintain new and existing networks for practitioners, ensure they effectively delivered and evaluated and opportunities to inform and build relationships with national bodies are taken.

- Ensure that effective communications to members and wider networks are in place and sustained.
- Develop networks to ensure the promotion and sharing of good practice for the benefit of youth workers.

Other:

- Commit to undertake training as agreed with Line Manager.
- Work within an anti-discrimination framework.
- Ensure adherence to IYW'S policies and procedures and to keep up to date with relevant legislation.
- Be responsible for promoting and safeguarding the welfare of youth workers and vulnerable adults you are responsible for or meet.
- Carry out any other duties commensurate with the level of the post as directed by the Chair.

To apply, please send an up-to-date CV and either a supporting statement of 2 sides OR a video of no more than 3 minutes outlining your skills, knowledge, and experience to recruitment@iyw.org.uk.

If you would like an informal conversation before applying, please contact Jaffer Hussain, Chair of IYW, via email (jaffer@iyw.org.uk).

The recruitment cycle is as follows:

- Closing date is **Monday the 21st of June at 9pm**.
- Shortlisted candidates will be informed by **Friday 25th June**. We aim to provide some feedback to all candidates who apply.
- Interviews will take place on **Friday the 2nd of July, all day**. Due to availability interviews will need to be held on this day so please keep this in mind when applying.

We would like the successful candidate to attend and actively participate in our strategic away day planned for Friday 16th and Saturday 17th July. Please let us know as soon as possible if this will not be possible.

We thank you for taking an interest in the role and we look forward to receiving your application.