

**YCSA is recruiting for the post of:**

**Executive Lead**

The Youth Community Support Agency is a Glasgow based charitable company working with disadvantaged young people, primarily from Black and Minority Ethnic backgrounds.

We are looking to recruit an Executive Lead who will lead and manage the organisation and report to the Board and funders.

**Salary**: £36,720 pro rata - 4 days a week (28 hours)

Fixed term contract for 12 months, potential for post to be made permanent, subject to fundraising

The successful applicant will have significant managerial experience, understanding of charity governance, excellent organisational and communication skills, experience of fundraising and an understanding of issues experienced by young people.

Closing date is **Friday 26th August 2022, 12.00PM**

Interviews will be held on **Friday 2nd September, 2022**

Download the application pack at: <https://ycsa.org.uk/work-with-us/recruitment/>

We will only accept completed applications on the YCSA application form emailed (in word format) to [enquiries@ycsa.org.uk](mailto:enquiries@ycsa.org.uk); CVs should not be included. Please also use this email to request further information.

YCSA is an equal opportunity employer and is determined to ensure that applicants are treated equally, regardless of their sex, gender re-assignment, age, disability, religion or belief, sexual orientation, pregnancy or maternity, marital status, or race. This post is not open for job share.

**Job Title: Executive Lead**

**Salary:** £36,720 pa pro rata for 28 hours per week

**Job Description**

Primary Duties and Responsibilities

Leadership

* Provide clear leadership, direction and management for YCSA, its employees and volunteers
* Work with the Board to develop an ongoing Business Plan and Fundraising Strategy
* Work with and support the Chair and Board to ensure good governance of YCSA
* Ensure that the legal requirements of the Registered Charity are met on behalf of the Board
* Identify, assess, and inform the Board of Directors of internal and external issues that affect YCSA
* In addition to the Board, act as a spokesperson for YCSA and represent YCSA externally to maintain and enhance the organisational profile.

Operational Planning and Management

* Develop an annual operational plan which incorporates goals and objectives that work towards the strategic direction of YCSA and develop and maintain systems to monitor the progress of the plan
* Ensure that the operation of YCSA meets the expectations of its Service Users, Board and Funders
* Oversee the planning, implementation and evaluation of the YCSA’s programmes and services
* Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
* Draft essential policies for the approval of the Board and prepare procedures to implement the organisational policies: review existing policies on tri-annual basis and recommend changes to the Board as appropriate
* With the Board develop a comprehensive risk assessment and risk management strategy
* Provide support to the Board with preparing meeting agenda and supporting materials

Human Resources

* Ensure effective management of YCSA, including staff morale and retention, recruitment and induction of new staff and volunteers
* Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
* Implement a performance management process for all staff which includes support, supervision, appraisals and annual performance review
* Oversee sickness, absence, disciplinary processes, grievance processes and complaints in relation to staff, members of services, volunteers and customers
* Advise the Board on staffing needs for organisational management and programme delivery

Financial Management

* Ensure that sound bookkeeping and accounting procedures are followed
* Provide the Board with comprehensive, regular reports on the revenues and expenditure of YCSA
* Work with the Board to plan and deliver an income and fundraising strategy to generate sufficient funds to ensure continuity of services
* Ensure funding searches and applications are made to maintain needed services and provide new services as needs or opportunities emerge
* Explore, and with Board agreement, develop social enterprise ideas to increase financial sustainability
* Work with the Board’s fundraising group to develop new and imaginative fundraising activities

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Experience, skills and knowledge sought** | **Essential** | **Desirable** |
| **Qualifications** | * University degree in a related field or professional qualifications in a relevant discipline | * Clean UK driving licence * D1 Minibus licence |
| **Experience** | * Considerable demonstrated experience of working in a leadership/management role including in the community and voluntary sector * Experience of managing budgets, underpinned by a proven track record of excellent financial management. * Experience of project and human resource management * Experience of raising funds to sustain services * Experience and knowledge of challenges faced within the black and minority ethnic and youthwork sectors | * Existing relationships with a wide range of funders |
| **Knowledge, Skills and Abilities** | * An understanding of both company and charity law, and a full understanding of relevant legal requirements * Proficiency in the use of IT packages including: Microsoft, financial management, social media and communication apps such as Zoom * Proven networking skills |  |
| **Personal Characteristics** | * **Creativity/Innovation:** Ability to develop new ways to improve operations and to create new opportunities for YCSA * **Foster Teamwork:** Ability to work cooperatively and effectively to set goals, resolve problems, and make decisions that enhance organizational effectiveness * **Proven strong organisational skills**: Set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities * **Excellent Planning skills:** Determine strategies to move YCSA forward, set goals, create and implement actions plans, and evaluate the process and results * **Proven strong leadership skills:** ability to provideinspiration, direction and motivation, and cultivate leadership capacity in others * **Excellent written and verbal communication skills** :ability to effectively communicate in a range of mediums including report writing skills |  |
| **Values and attitudes** | * Must display and embrace values of: respect, dignity, equality, anti-discriminatory practice, diversity, openness, inclusivity |  |
| **Other requirements** | * Clean PVG check or willing to have this undertaken |  |