



Job Description

Post Title	Head of Services & Development
Responsible To	Y Sort It Chief Executive Officer
Duration of Contract	Fixed Term for 2 Years
Hours of Work	35 hours per week
Times of Work	Variable According to need, including evenings and weekends
Salary	£31,005-£33,395
Location	Y Sort It Youth Centres and various locations within West Dunbartonshire

Job Outline

Y Sort It is a Company Limited by guarantee, run by an elected Board of Directors who are young people aged between 16 and 25. For the past 22 years Y sort it has delivered successfully a range of support services & youth activities, for children and young people throughout West Dunbartonshire.

We are looking for a highly motivated and enthusiastic Head of Services & Development with the ability to coach, lead and support a diverse Leadership Team. You will have a key role in managing & supporting Y sort it Leadership Team & developing key services, reporting to the CEO. You will be approachable, proactive, resilient and motivated to perform to a high standard.

This role requires someone who can build trusted relationships across the organisation and has significant experience of building strategies that move an organisation forward for example fundraising, evaluation & monitoring and organisational development etc.

Your main role will be to take a lead role with the Senior Leadership Team colleagues, to help achieve Y Sort It's core values of support, connect and inspire. You are required to be flexible in response to the development of this role and the wider expectations of the operating environment.

Main Duties

Essential Main Duties

- Your role will be to manage the Leadership Team to develop the services and support offered to young people within Y Sort It's provision and wider youth strategy initiatives.
- You will lead and manage specific aspects of Y sort it services and ensure that specific support functions and are appropriately delegated and managed throughout the Leadership Team.
- You will support the Chief Executive Officer in delivering high quality services for children, young people and their families who are supported by Y Sort It.
- Work with the Head of Corporate Services to ensure effective systems are in place to monitor and safeguard all financial transactions within services. Responsible for managing expenditure in line with budgets, and supporting quarterly reporting of variances against budget to CEO.
- To review & implement operational policies & procedures of the organisation & services.

- Develop and organisation policies, procedures, guidelines and support materials to reflect latest evidence, research and thinking on practice standards including for example GIRFEC and National Youth Work Standards.
- Support the Leadership Team with planning and evaluation of activities which support, connect and inspire children and young people in West Dunbartonshire, whilst improving their health and wellbeing.

General Duties

- Deputise for the CEO as required both internally and externally.
- Provide advice and guidance on safeguarding issues, by carrying out the role of Child Protection Officer.
- To review and implement policies and procedures ensuring that they are both robust and fit for purpose and create systems to ensure compliance.
- To support the implementation of HR systems ensuring they meet legal requirements
- Work with the Leadership Team to undertake an annual training needs analysis, including both organisational and individual training needs, develop a training programme based on this.
- To support the implementation of systems to ensure the organisation has effective health and safety controls in place.
- Ensure there is an accessible and effective complaints procedure; delegating investigation of minor complaints, undertaking investigations of serious complaints and/or referring them to the CEO as appropriate.
- Responsible for leading service user participation within the Y Sort It, working with the Leadership Team to create opportunities to gather and promote young people's views.
- Work with the CEO, Head of Corporate Services & Leadership Team to oversee fundraising on behalf of Y Sort It.
- Liaise with the CEO and Leadership Team and those developing funding and commissioning to ensure meeting identified needs and requirements.
- Undertake any other duties delegated by the CEO.

Other Tasks

- To understand and abide by the organisations policies and procedures, including Health & Safety, Data Protection, Confidentiality and Child Protection and Vulnerable Adults.
- Ensure non-discriminatory practices at all times in line with the organisations Equality and Diversity policy.
- To work in partnership with key local & national organisations.
- To liaise with parents, carers, professionals and partner agencies.
- To support the Support development and learning of the workforce/staff and volunteer teams
- To produce monitoring and evaluation reports as requested by the Youth Board and CEO.
- To lead and contribute fully to all team meetings.
- To actively facilitate and participate in timely support and supervision for self and staff teams, including annual appraisal review Undertake appropriate training as part of continuing professional development.
- To organise, prioritise and manage your workload in an effective and efficient manner.
- To support smooth running of operational processes for example through timely submission and review of timesheets and expenses for example as required.
- To act in accordance with the organisations code of conduct and policies at all times.
- To carry out other such duties as agreed with the Youth Management Board & CEO.