



Job Description & Person Specification

Post: Programme Manager
Organisation: The Urban Fox Programme
Location: Glasgow
Hours: 35 hours per week (includes evenings and weekends)
Salary: £35,000
Term: 3 years – funded via Glasgow Communities Fund

• GENERAL	
Purpose	<ul style="list-style-type: none"> To lead, manage and oversee the successful delivery of The Urban Fox Programme across the organisation's delivery areas. Support and budget responsibility for the Voluntary Sector North East Glasgow's (VSNEG) Capacity Building and Engagement Officer post.
Reporting to	The Urban Fox Programme Board of Directors.
KEY AIMS AND RESPONSIBILITIES	
Key Duties	<ul style="list-style-type: none"> Provide effective leadership across all staff levels of the organisation. Ensure provision of excellent service to young people and community. Support the VSEG Capacity Building and Engagement Officer post and associated budget. Attend The Urban Fox Programme Board meetings providing programme, financial and staffing updates. Provide regular support/supervision sessions for the Programme Co-ordinator and VSEG Capacity Building and Engagement Officer. Responsible for ensuring the continuous funding is sought and secured to ensure continuous service delivery. Responsible for ensuring that all reporting information deadlines are met to Programme funders. Ensure all Organisational Processes and Procedures are reviewed on a regular basis. Ensure all staff/volunteers have required disclosure checks, adhering to Programme Policy.
Additional Responsibilities	<ul style="list-style-type: none"> Participate in in-house team events and any identified training. Maintain professional and personal development to meet the changing demands of the role. Other tasks as required by the Board of Directors to meet the needs of the organisation.

JOB AND PERSON SPECIFICATION	
Essential knowledge and experience	<ul style="list-style-type: none"> Relevant Youthwork and management qualifications/equivalents or extensive experience Proven track record of working effectively with young people. Experience of management a team. Sound knowledge and experience of partnership working with

	external agencies. <ul style="list-style-type: none"> • Understanding of and commitment to Equalities. • Understanding of the Voluntary Sector. • Knowledge of youth work processes and practice. • Knowledge of the issues affecting young people. • Knowledge of Monitoring and Evaluation Programmes.
Desirable Experience	<ul style="list-style-type: none"> • Full Driving Licence
Personal Qualities	<ul style="list-style-type: none"> • A genuine interest in working with vulnerable young people. • Ability to communicate at all levels effectively. • Good observational and analytical skills. • Ability to motivate and enthuse staff and volunteers. • Approachable and non-judgemental. • Ability to work under pressure. • Ability to work autonomously and as part of a team. • Ability to work flexibly and proactively. • Sound IT skills including social media. • Good report writing skills.
Training and Development	<ul style="list-style-type: none"> • Willingness to undertake training and supervision, as required.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.