



YMCA BURTON UPON TRENT AND DISTRICT

Senior Development Manager

Purpose:

The Charity sector is changing, and Burton YMCA, a Christian Charity is embracing change to meet the needs of the community in which we serve and adopt wider standards with the development of our strategic plan.

We are seeking an entrepreneurial Senior Development Manager to lead a key team, overseeing the continuous development and growth of the organisation, connecting with new networks and supporting the Chief Executive. This is a new post for the Charity.

You will bring your key skills in strategic management, business development and leadership to ensure the development and delivery of effective, efficient, and responsive management of our projects to meet the needs of our diverse clients. As a key member of the Senior Leadership Team, you will at times deputise for the Chief Executive and Operations Manager and together have overall responsibility for the smooth running of the Charity.

Responsible to: Chief Executive

Responsible for: Fundraising & Partnership Manager, Family Mediation Officer and Counsellor

Duties and Responsibilities:

Strategic Leadership:

- Advise the Board (via the Chief Executive) on the future development of our Strategic Plan.
- Imagination, creativity and ability to spot opportunities for development.
- Act as spokesperson for strategic communications with stakeholders
- Facilitate Board Working Groups/Committees.

- Lead on our fundraising and communications strategy.
- Understand and react to the wider social, political and economic environment impacting the Charity.
- Champion sustainability efforts to support our environmental objectives.
- Oversee the function of the core IT infrastructure.
- Lead on business continuity planning, compliance, GDPR and customer service complaints processes.
- Lead on reviewing our business plan and prioritise investment needed to ensure it is affordable.
- Identify new tenders, grants and partners.
- Lead on developing an existing furniture site.
- Lead on developing sustainable funded projects and report to funders.

External Relationships:

- Write and deliver presentations to diverse stakeholders, including statutory, business, church and voluntary sector partners.
- Advise the Chief Executive and Board of changing regulatory requirements.
- Prioritise links into the YMCA Federation ensuring Burton YMCA plays a role in influencing the National Movement.
- Engage and develop relationships with new networks.

Working with Senior Leaders / Managers:

- Provide line management (including 1 to 1 supervision and support, training and all HR issues) to the following key staff:
 - Mediation Officer
 - Fundraising & Partnership Manager
 - Counsellor
- Develop cross-team working with other Managers, and foster good working relationships
- Coordinate and support the work of the wider senior leadership team, through individual line management and Senior Managers meetings.
- Act as lead for the fundraising, marketing and communications, mediation and counselling work.
- Lead a core team on Safeguarding which is a priority for BYMCA, together with enabling Equality, Diversity and Inclusion, Wellbeing of Staff and Volunteer Forums
- Lead on quality assurance and risk management
- With SMT ensure the development of organisational policy, performance, quality, sustainability within our services with the setting and monitoring of appropriate KPI's, budgets and targets regularly reviewing procurement to ensure best value.

Christian Ethos Vision, Values & Mission:

- With the Chief Executive and Board, promote the Values, Christian Ethos and Mission of the Charity to internal and external stakeholders.
- Ensure YMCA employment and work practice is inclusive, expressed through a wholehearted commitment to welcome people of diverse background, culture, ability, gender, age, sexuality and of all faiths and none.
- Ensure effective collaboration between Christian and other faith-based organisations.

Personal & Professional Development:

- Remain committed to personal and professional development.
- Undertaking training, attending events / conferences and widely reading to remain abreast of developments relevant to YMCA strategic interest and the responsibilities with the post.

In addition to the duties set out in this job description the post-holder may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities to meet the needs of the YMCA.

TERMS AND CONDITIONS:

Salary

£35,000 - £42,000 based on experience.

Hours of work

40 hours per week, which will at times include evenings and weekends. Candidates need to be open to flexible working requests.

Place of Employment

YMCA Burton, Northside House, Northside Business Centre, Burton Upon Trent, Hawkins Lane, DE14 1DB with local travel

Leave entitlement

34 days per year including Bank Holidays, and birthday

Pension entitlement

Auto enrolment to Peoples Pension

Conditions of appointment

The appointment is subject to Burton YMCA receiving two satisfactory references, an Enhanced DBS (Disclosure and Barring Service) check and a six-month probationary period.

Additional Information

A full driving licence and use of a car is essential for this role.

Personal Specification/Key Competencies:

Knowledge:

- Knowledge of Microsoft IT Packages, e.g. Office 365
- Knowledge of legislative requirements for GDPR, Safeguarding
- Understanding of working with low-income families and individuals in need
- Understanding of the tendering process to attract new funding and businesses

Experience:

- A minimum of 3 years' experience of working in a management role, managing diverse teams and setting/managing a budget.
- Experience of working at a high level in meeting competing demands
- Experience of writing reports for a range of agencies

Skills/Abilities:

- Strong interpersonal skills and communication skills, both verbal and written
- Ability to work under pressure and prioritise with good organisational and planning skills
- Ensuring attention to accuracy and detail in team
- Ability to work on own initiative and be self-motivated within a team
- Ability to work with disenfranchised and people in poverty
- Ability to maintain confidentiality
- Excellent Presentation skills
- Supportive of the Christian Aims and Purposes of the YMCA.

The YMCA is an Equal Opportunities Employer

If you are interested in applying please submit your CV and a covering letter to office@burtonymca.org by Friday 15th November.