



Youth Action Alliance Team Manager Job Description

Contract Type: Fixed-Term

Location: The Hut, 202 Wornington Road, W10 5RE and various locations as required

Salary: £31,449.60 part-time

Hours: 28.8 hours pw - To be worked between the hours of 9 am to 9pm with a maximum of 7.2 hours per day (you may be required to work outside of these hours for occasional organised events during evenings and weekends)

Contract length: 12 months contract with scope to extend

Reports to: CEO

What is the overall purpose of the role?

Youth Action Alliance (YAA) is a charity focused on supporting our youth through alliances with partner organisations and individual fund supporters. Our mission is to support all young people in Kensington and Chelsea (Outer London) to reach their full potential and make positive life choices by engaging in fun and innovative youth activities to move from dependence to interdependence.

We are looking for someone who has passion for youth work and is a dynamic leader. You will be responsible for managing staff and a programme of delivery that will enhance our impact in the community and beyond. We are looking for you to think strategically both within and beyond the organisation in order to make a significant contribution to the wider team through collaborative teamwork and influence - ensuring that our overall vision, values and ethos are central to the requirements of the service.

Key Responsibilities

Programme management

- Coordinate, manage and develop a cohesive programme of delivery
- Oversee the promotional activity of projects and events to raise our profile i.e via social media, website, offline marketing etc
- Continuously seek avenues to highlight and advocate for our work
- Manage project funding and ensure all financial reports are submitted on time



- Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards
- Deliver sessions as needed to ensure timely execution of activities and events during periods of increased demand or where you can add value to delivery.

Staff management

- Manage and lead staff, including volunteers, to achieve high performance and effective operational delivery
- Monitor, evaluate and review staff performance targets, identify deficiencies and take remedial action where necessary
- Identify individual training needs and develop a training plan for staff

Reporting / grant management

- Ensuring all budgetary reports are prepared for senior members and external requests
- Managing the input, accuracy and evaluation of data entered on our recording system (Views), including project data and membership consent forms
- Produce reports to demonstrate key data as required for reporting purposes and funding bids
- Seek business development opportunities and build new partnerships to enhance delivery

Evaluation

- Managing feedback and evaluation methods to demonstrate impact and secure future funding
- Ensuring youth voice and feedback is relayed in the design and service offer and is reflective of the needs of the community

Person Specification

What we're looking for:

- Excellent writing skills and ability to pull information together for reporting purposes
- Communicates clearly - confident speaker and presenter
- Uphold a strong commitment to excellence and take personal responsibility for delivering exceptional results
- Acts on own initiative and works effectively under own direction



- Is open to new approaches and alternative means in order to accomplish results
- Experience in leading through people and managing teams
- Experience with managing budgets and reporting
- Knowledge of data management systems
- Competent in the use of MS Word, Excel etc.
- Keeps up to date with external factors impacting the youth charity environment

How to Apply

Candidates should apply for this role through our website www.youthactionalliance.org/jobs or email us at info@youthactionalliance.org.uk. If you require any adjustments to the recruitment process, please don't hesitate to get in touch with the team who will be more than happy to support!

This job description cannot cover every task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time that is broadly consistent with those in this document. This job description does not form part of the contract of employment.