

CHIEF OFFICER

SALARY: Circa £35,000

HOURS: FTE: 35 hours per week

LINE MANAGER: Chair of Trustees, YouthBorders

JOB PURPOSE

To lead YouthBorders to enable it to become a best practice and innovative membership organisation, supporting and promoting good quality youth work and empowering young people to be resilient and have a voice in the Scottish Borders.

To lead YouthBorders as it supports its members and their staff, volunteers and young people to build sustainable youth work and opportunities.

To enable YouthBorders to be a leading strategic voice in the Scottish Borders and beyond.

KEY DUTIES

Strategic Leadership:

1. To champion and represent the work of YouthBorders, its member groups and young people on key policy groups as appropriate, both regionally and nationally
2. To develop the YouthBorders three-year strategic plan and annual business plans, taking account of the relevant national and regional policies and strategies
3. To work with trustees to ensure sustainable long term funding for YouthBorders and its programmes
4. To support and develop the Scottish Borders Youth Work Partnership, its projects and future funding, promoting the impact it has on best practice partnership work in the Borders
5. To explore strategic funding opportunities for both YouthBorders, its member groups and the youth work sector in the Scottish Borders, building effective relationships with funders
6. To promote innovative and collaborative capacity building with effective training and opportunities to support staff, the sector and wider partnerships
7. To represent YouthBorders and its membership on relevant strategic community planning bodies.
8. To work in partnership with Scottish Borders Third Sector Interface and relevant third sector networks and support groups
9. To work with the other Area Associations and Youth Scotland to promote and develop the impact of good quality community-based youth work

Operational Management:

10. To line manage staff (paid and voluntary), ensuring that they have the knowledge, skills, training and support to carry out their roles and responsibilities effectively
11. To manage and develop high quality services, capacity building, youth work training, insurance and PVG Scheme services for all members and third sector youth work in the Scottish Borders

12. To develop funding streams and relationships relevant to the Strategic Plan to sustain the development of YouthBorders, as well as explore social enterprise and earned income activity
13. To ensure relevant funding targets are met and reports written to promote best practice, innovation and effective impact of projects and core youth work
14. To maintain strong governance and financial arrangements, managing budgets and cash flow alongside YouthBorders' Treasurer, book-keeper and accountant, and preparing annual OSCR and Companies House accounts
15. To maintain up to date knowledge of changes in legislation and policy which affect youth work and YouthBorders, such as PVG legislation, child protection, Employment law and health & safety, ensuring that policies and procedures are developed and implemented wherever needed
16. To act as Company Secretary of YouthBorders and work closely with the Chair and Board of Trustees to ensure that trustees are fully engaged and are able to fulfil their legal responsibilities.
17. To implement a communications strategy which supports the delivery of key messages, using e-communications, newsletters, network events and local press, providing press releases, interviews and information
18. To monitor and evaluate YouthBorders services, promoting best practice amongst the membership and sector and contributing to Education Scotland and other inspections in the Scottish Borders
19. To undertake training relevant to the post

The Chief Officer will be required to undertake such other duties and responsibilities, commensurate with the status of the post, as directed by the Board of Directors.

ESSENTIAL SKILLS AND EXPERIENCE

1. Experience of a successful track record of strategic planning within a statutory, third sector or business environment
2. An effective track record in writing successful funding applications and in developing positive relationships with key funders
3. Experience of supervising staff, volunteers, budgets and other resources
4. Ability to think strategically and to clearly maintain and promote the vision and mission of YouthBorders and its membership as well as the needs of young people in the Scottish Borders
5. Ability to develop and deliver a sustainable financial plan
6. Ability to prepare and present reports on progress against key milestones contained within the Strategic Plan
7. Ability to communicate effectively with a range of stakeholders

DESIRABLE SKILLS AND EXPERIENCE

1. Successful track record in developing and sustaining successful partnerships
2. Experience of working with volunteer trustees/board members
3. Knowledge and experience of the youth work sector, preferably within a Scottish context
4. A clean driving licence and access to a vehicle or alternative transport

For an informal discussion about this vacancy please contact Clare de Bolle, Chief Officer, YouthBorders (01896 755110 or Clare@youthborders.org.uk)

Alternatively contact Colin Easton, chair@youthborders.org.uk

