



YCDT Charity Manager Job Pack

July 2018

Back ground

Established as a charity in 2012, the Young Carers Development Trust has two clear aims:

- To improve the life chances of talented young carers by giving them targeted and sustained support to raise and achieve their educational, personal and career aspirations
- To inspire other young people to achieve despite the challenges they face.

Recent research by the Carers Trust (January 2017) shows that 73% of young carers take time off school to look after a family member. This can equate to an average of 10 weeks of missed schooling per year as a direct result of their caring role. YCDT's unique model has been adapted from an initial pilot project 7 years ago. Our approach is to work with local young carers' services to identify young carers with real potential who are unlikely to succeed without targeted support and then we match the individual beneficiary to a suitable Development Manager (mentor) who offers sustained support, advice and networking opportunities. We also provide financial assistance in their studies (e.g. tuition, study guides, travel costs to visit universities). We provide support for up to five years to each young carer and recognise that there will be set backs during this time. To date, we have supported 13 young carers in the South West region and seen the individuals and wider support networks for these young people benefit greatly as a result.

AD, one of our first beneficiaries had significant caring responsibilities for her mother and was the first in her family to go on to further education. She has completed her degree in psychology with a 2:1 and now has a training contract and a full time job in the NHS, the first of her academic papers was published this year. AD regularly gives talks and supports other young carers to achieve. She says:

"I would say that YCDT and the people who work there have honestly changed my life. I am a successful graduate, working full-time in the career I have always dreamed of"

Other beneficiaries have gone on to start their own successful businesses, undertake degrees and one has been offered a place at Oxford.

Our development managers come from all walks of life but all have excelled in their chosen career or area of expertise. We match them to the beneficiaries carefully, train and support them throughout the course of the relationship and have robust safeguarding and supervision systems in place.

One of the key principles of our work is that our beneficiaries are then supported to become leaders and role models for those in similar circumstances. As they progress, we facilitate opportunities for these beneficiaries to tell their stories as an inspiration not only to other young carers, but also to local youth community groups and schools. This extends knowledge and understanding of the role of young carers within the wider community.

YCDT has grown and consolidated over the last four years and we are seeking the right individual to take the trust forwards to our next stage of growth.

Job description and person specification

Charity Manager

Hours: 18-24 per week (flexible and to be negotiated with the successful candidate)

Wage: £24,000 - £30,000 FTE initially (with a PRB upon successfully hitting targets)

Location: Home working or hot desk office based would be considered. In any case the successful candidate will live within 90 minutes travel of Bath and would be expected to work in Bath, Bristol or Salisbury at least one day a week. For those homeworking a small allowance would be paid.

Applicants: Please send your CV and a supporting statement of no more than 2 sides of A4 clearly outlining how you meet the Personal specification. Please send this to victoria@ycdt.org.uk

Deadline: 14th August. However, we will be interviewing candidates on a rolling basis.

Interviews: There will be a two part application process. The first a phone call or Skype, the second a face to face interview to be agreed at a mutually convenient time.

YCDT is seeking an ambitious and focussed individual to take us forwards to the next stage of development. You will be the only directly employed staff member but will work with a team of 6 DMs (mentors). You will be fully supported by the board of trustees.

The Charity Manager has oversight for the day to day running of the charity. Not all targets will be met directly by the Charity Manager personally but through networking, using existing contacts and resources and by delegation to the appropriate trustees and other persons/ third parties. The Charity Manager does, however, hold responsibility for specific tasks and ensuring that the charity meets agreed targets and deadlines.

A. Operational (day to day running of the charitable activities of YCDT)

Support of DMs

The Charity Manager is responsible for

- maintaining an ongoing and positive, supportive relationship with all DMs primarily through supervision meetings.
- recommending training needs and safeguarding issues and any additional needs to trustees at quarterly trustee meetings.
- carrying out an annual review meeting with each DM with a trustee.
- Carry out monthly supervision meetings and record notes for meetings as a routine.
- Source or provide training for DMs as required

Support of Beneficiaries

With the support of the Trustees the charity manager is responsible for

- managing the initial referral process,
- networking with Young Carers referral agencies
- receiving appropriate referrals obtaining trustee approval and then matching them to an available DM.

- when necessary supporting the development of a productive and healthy mentoring relationship between DM and Beneficiary.
- logging and reporting any concerns to the appropriate trustees
- Responsibility for maintaining first line of Safeguarding. Further support is provided by suitably experienced trustees.

B. Governance

- Maintain and update policies and procedures as required (supported by trustees).
- Manage Trustee Meetings including producing agenda, minutes of trustee meeting, circulate minutes and save safely.
- Maintain oversight of all operational policies and procedures, update as necessary and review annually. Delegate to appropriate trustee.
- Work with trustees to ensure that the YCDT has adequate insurance and is operating safely and any new risks arising from changes in business are covered

C. Financial / Fundraising

The Treasurer has responsibility to ensure that the charities bookkeeping and accounting functions are kept up to date. Reporting to the Treasurer functionally on accounting matters the Charity Manager is responsible for:

- Processing payments to suppliers and reimbursement of expenses on time
- Overseeing all sub-contracting and supplier relationships (eg tutor services)
- Lead on income generation for the charity. Trustees assist with this but the target will be IRO £80,000 per annum in your first year.
- Maintaining good records of funders, expected outcomes from restricted funding and to report back to funders wherever necessary.
- Maintaining a record of all donors and ensure they are receipted and thanked
- Building positive relationships with all funders, donors and maximise existing relationships whilst identifying new opportunities.
- Leading on income generation for the charity and continue to diversify the fundraising beyond Trusts and Foundations

D. Monitoring and evaluation

To ensure that a body of supporting evidence is collected to support the growth and accountability of the charity

E. Marketing and communications

The Charity Manager is responsible for

- managing content on the YCDT website
- ensuring that the YCDT remains GDPR compliant
- building our social media presence and following on Facebook, instagram, twitter.
- creating a strong shared message internally and externally with regard to all communications (ie brand development) probably requiring outside resources.
- To manage and create a range of resources that promote the work of YCDT to
 - Potential and existing funders
 - Potential and current young carers
 - Potential and current DMs

Person specification.

We do not anticipate that the ideal candidate will have every one of the essential and desirable skills. We are prepared to work with the right candidate to develop the areas where they have less expertise.

	Essential	Desirable
Experience of working with young people		✓
Self-management skills to maintain work-life balance	✓	
Experience of managing volunteers		✓
Self-starter, the ability to prioritise workload.	✓	
Demonstrable understanding of the impact of a caring role on a young carers life chances (both negative and positive)	✓	
Experience of fundraising and income generation, meeting agreed targets		✓
Experience of report writing and maintaining relationships with donors		✓
A broad knowledge of voluntary and statutory sector services for young people		✓
Confident communicator with excellent standard of both written and verbal English.	✓	
Ability to create partnership/funding/networking opportunities and see them through to fruition	✓	
Proficiency using MS Office applications	✓	
Proficiency in use of social media, website navigation		✓
Excellent attention to detail and competent in administration.	✓	
Commitment to maintaining continued professional development	✓	
Demonstrable experience of working with a wide range of stakeholders and organisations		✓
A preparedness to work with us to increase the reach and impact of our work	✓	
Self-motivated and pro-active, with the ability to work both as part of a team and independently.	✓	
Willing to travel within the South West and work occasional out-of-hours (weekends, outside 9am-5pm – TOIL will be given)	✓	