



Job Description and Person Specification

Job Title:	Contract and Performance Manager
Reporting to:	Senior Contract and Performance Manager
Responsible for:	Managing youth work contracts for Woking YMCA. Developing projects, managing performance and staff.
Hours per week:	2.5 days per week – Job Share (may include some evening and weekend work)
Salary:	£27,000 per annum pro rata

Fixed Term Contract to 31st March 2015

Job Purpose

To manage youth work contracts which Woking YMCA has been successful in securing. This will include the contract management for the SCC youth centres we are managing agents of, and Outreach/Detached work. To manage seconded staff and to ensure quality youth work is being delivered in each centre in line with agreed targets. To secure funding for activities and sessional workers as required. To drive and monitor performance, bringing entrepreneurial and innovative approaches. To develop advisory groups for each centre to include community champions. To communicate effectively with all key stakeholders.

Duties and Responsibilities

1. Manage, supervise, and develop seconded Youth & Community Workers
2. Oversee systems for each centre to report on budgets and performance.
3. Create and develop innovative projects and activities for young people
4. Champion and market each centre & secure funding & volunteers.
5. Oversee contract performance
6. Meet and exceed targets
7. Set up and run Advisory Groups for each centre

8. Coordinate the delivery of programmes for each centre in line with the agreed targets
9. To secure external funding for further activities as and when appropriate
10. Manage teams of Outreach/Detached youth workers in line with the local prevention framework
11. Attend meetings with Youth Support Service staff, Surrey Youth Consortium and Surrey County Council if and when appropriate
12. Uphold highest standards of safeguarding children and young people
13. To use a multi-agency approach to working with young people
14. To ensure all projects are run safely, in accordance with all policies and procedures and good professional practice.
15. To undertake any other reasonable duties of Woking YMCA

PERSON SPECIFICATION

Qualifications

Educated to degree level desirable

JNC desirable

Experience

1. Experience of working in a multi-agency setting to achieve the best possible results for young people.
2. Experience of managing projects and budgets
3. Experience of managing and leading a staff team, including conducting supervisions
4. Experience of communicating and working with a range of stakeholders including young people, local businesses and councillors.
5. Experience of managing contracts and working to targets
6. Experience of driving performance
7. Experience of sourcing and securing funding

Skills and Abilities

1. Strong interpersonal, relationship building and conflict resolution skills.
2. Creative problem solving skills.
3. Strong managerial and leadership skills
4. Resilience and ability to deal professionally with the pressures working in partnerships and with communities bring.
5. Committed to youth work as informal education and facilitating initiatives to support youth development and participation
6. Ability to provide accurate reports.
7. Ability to work as part of a team.
8. Commitment to working within an equal opportunity framework.
9. Full clean driving license and use of own car