

**YOUNG GLOUCESTERSHIRE**  
**Serving the young people of Gloucestershire**

**JOB DESCRIPTION**

**Job Title:** Chief Executive

**Job Purpose:** To take the lead responsibility at a strategic and operational level for the overall development and operation of Young Gloucestershire. The incumbent will ensure that the Company maintains at least a small annual surplus.

**Supervision and Work Planning:** The post holder will report directly to the Chairman and Board of Directors and will be required to work without close supervision. The wide range of tasks will require the post holder to undertake a strategic leadership and management role.

She/he will be required to work on her/his own initiative and to meet identified priorities and deadlines.

The post holder will hold direct line management responsibility for lead officers within Young Gloucestershire and for discrete projects as they develop. See organisation chart for posts supervised.

**Main Duties/  
Principal  
Accountabilities:**

1. To undertake strategic reviews of the infrastructure, systems, services and procedures of Young Gloucestershire and provide leadership for subsequent developments.
2. To ensure the efficient and effective day-to-day running of Young Gloucestershire, including line management of staff and volunteers and the overall management of Young Gloucestershire's programmes, activities and training.
3. To ensure funds are raised from all appropriate funding sources to meet the developing needs of the organisation and that appropriate controls are in place and followed in line with Charity Commission policies and procedures.
4. To maintain and develop relationships with existing partnerships and activities operating at present including Gloucestershire Council of Voluntary Youth Services, the Youth and Community Service, Connexions Gloucestershire, statutory bodies, Government Depts, Private, Public, Voluntary and Community bodies.
5. To service the Young Gloucestershire Board and other committees as necessary and ensure there is effective communication between staff teams, and individual Board Members.
6. To ensure that Young Gloucestershire complies with all relevant legislation including: Health & Safety, Equal Opportunities, Data Protection, Child Protection, Charity Law etc.

7. To seek opportunities and develop services for third parties such as public bodies, private sector organisations and local authorities on a contractual basis in line with the aims and principles of Young Gloucestershire.
8. To manage the annual business planning process for Young Gloucestershire.
9. To represent the organisation at key county, regional and national forums.
10. To ensure the aims and objectives of supporting young people are achieved and that young people participate at appropriate levels of service development and delivery.

**Job Context:**

Young Gloucestershire is a long and well established countywide youth work charity providing a range of personal development and social education opportunities for young people aged between 11 and 25 years. These programmes are provided through a mix of direct delivery and inter-agency partnership and contracts. Within this context, the post holder's role may change and develop to meet the needs of the organisation and the young people it serves, without affecting the overall purpose or grading of the post.

Young Gloucestershire delivers its youth work through four staff teams: Youth Development, Prince's Trust Volunteers, Millennium Volunteers and The Youth Achievement Foundation. Its staff of 27 fulltime and part-time/sessional, work with some 18,500 young people each year. Young Gloucestershire has a budgeted turnover of £1.1m for 2010/11.

He/she will be required to work on his/her own initiative and to meet identified priorities and deadlines.

**Contacts:**

The core business of Young Gloucestershire is the support of the young people in the County through the Youth Club network and similar organisations. In this respect Young Gloucestershire works in partnership with the National Association of Clubs for Young People, UK Youth and SW Young People among others. The post holder will have operational contact with these organisations at all levels. In addition the post holder will have contact with individuals and organisations including:

Young Gloucestershire Board  
Gloucestershire Youth & Community Service  
Connexions Gloucestershire  
Gloucestershire LEA  
Government Office South West (GOSW)  
Young People  
Key statutory private and voluntary sector partner agencies  
Elected Members  
MP's  
Employees of Young Gloucestershire

**General:** This job description contains only the principle accountabilities of this post. It does not describe in detail all the duties required to carry them out.

**Special Notes or Conditions:** Young Gloucestershire reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility

The duties described in this Job Description must be carried out in a manner, which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the organisation's Equal Opportunities Policy.

**Date written:** 25<sup>th</sup> January 2010

**Date effective:**

**Date reviewed:**



## Person Specification - Chief Executive

Assessment Criteria	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> <li>• Educated to degree level, or equivalent experience</li> <li>• Management qualification or evidence of Management training/learning</li> <li>• Professional youth work qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel qualification or evidence of HR/Personnel learning training</li> <li>• Experience of working with supporting and advising committees.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Principles and practice of                             <ul style="list-style-type: none"> <li>- managing managers</li> <li>- strategic management</li> <li>- effective operational management</li> <li>- partnership working</li> <li>- development and delivery of services of young people</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Application of Information Communication Technology</li> <li>• Basic understanding of Trust and Charity Law</li> <li>• Health &amp; Safety Legislation</li> <li>• Understanding of Voluntary and Youth Work Sectors</li> <li>• Familiarity with Equal Opportunities Policy implementation</li> </ul>
Particular Skills and Abilities	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Ability to motivate and empower individuals and groups</li> <li>• Effective verbal and written communication skills</li> <li>• Personnel Management</li> </ul>	<ul style="list-style-type: none"> <li>• Team building skills</li> <li>• Group work, facilitation and training skills</li> <li>• Fundraising and bid writing</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Managing a complex organisation at senior level</li> <li>• Minimum three year management experience at middle or senior level</li> <li>• Financial/Budgetary management</li> <li>• Organisational performance management</li> <li>• Formation of strategic objectives and setting targets to achieve them.</li> <li>• Experience of working with young people in a wide range of settings</li> <li>• Delegation of responsibility to subordinates</li> <li>• Co-ordination and co-operation with other bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience in fundraising and public relations</li> </ul>

Additional factors	<ul style="list-style-type: none"><li>• Holder of full driving licence and willing to use own car</li><li>• Prepared to travel throughout Gloucestershire and beyond as necessary</li><li>• Prepared to work unsocial hours, including evenings and week-ends</li><li>• Living within commuting distance of the Head Office</li><li>• Committed to advancing the well being of young people and to equality of opportunity</li><li>• Willing to consult widely</li></ul>	
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