



Head of Development and Partnerships

Salary: £36,000

Contract: 6 months fixed term (with potential for extension)

Role reports to: CEO of Young Manchester

Role Profile

We are looking for an experienced and dynamic third sector leader who is passionate about securing great outcomes for children and young people and can develop a programme of activities and support that consistently delivers meaningful and sustainable impact across the city.

The successful applicant will oversee the development and implementation of Young Manchester's work supporting the youth and play sector in Manchester, focused on supporting our membership offer, grant making and network support across the city and building strong and strategic partnerships locally and nationally.

The postholder will ensure that children and young people are shaping Young Manchester's work, in order to maximise opportunities for young people.

There is ample scope for an ambitious, creative and organised person to develop this post and be part of an exciting new chapter for Young Manchester.

What we will offer

- 35-hour working week
- 25 days holiday per annum, plus statutory Bank Holidays
- Flexible working patterns
- A commitment to ongoing professional development
- Contributory pension scheme

Main tasks and responsibilities

- Design, develop and implement an ambitious and innovative membership programme alongside VCSE partners supporting children and young people across the city;
- Develop and support a programme of activity and sector support which enhances the engagement, development and life chances of all young people;
- Work with the CEO to sustain and grow strong strategic partnerships across Manchester which will deliver outcomes for children and young people, ensuring that Young Manchester is a key player within the sector, policy and strategy, and the private sector – both locally and nationally;
- Develop and oversee agreements for provision of services to support funded partners to consistently deliver to a high standard, meet all safeguarding requirements and make a meaningful contribution to social action objectives;
- Establish and oversee systems and processes for managing member consultation and engagement, support and related activity ensuring that Young Manchester's offer meets local need and is shaped by the communities we seek to support
- Ensure Young Manchester's programme of work is informed and influenced by children and young people, especially those most at risk from poverty and exclusion
- Establish relationships with partners and funders in order to develop quality assurance systems, promote success and disseminate learning;
- Monitor progress to ensure that services remain relevant and responsive to changing needs and there is a good balance between flexibility and certainty of the agreements;
- Work with colleagues to ensure that there are effective systems in place at a project and programme level to gather information and intelligence that inform plans;
- Prepare accurate reports and briefings as required for Young Manchester, the city council and others as needed and proactively engage with funders and stakeholders
- Support the CEO to manage relationships with statutory, business and charitable sector funders, locally and nationally, providing information and updates on activity and producing board reports;
- Support colleagues in analysis and interpretation of data so that it is produced in accessible formats for key partners;
- Promote Young Manchester's values on diversity, fairness, probity, impartiality and access and lead by example;
- Provide line management support to colleagues in the team

Person specification

Essential criteria	
Leadership and communication	<ul style="list-style-type: none"> • Excellent communication skills with the ability to convey complex ideas, to a high verbal and written standard, using formats that are suited to the needs of diverse audiences
	<ul style="list-style-type: none"> • Confident, articulate and persuasive and able to work with a wide range of stakeholders, to hear and respond to different perspectives and negotiate effectively
	<ul style="list-style-type: none"> • Experience of developing professional relationships with senior representatives of other organisations
	<ul style="list-style-type: none"> • Ability to provide constructive feedback and specify actions needed to manage and improve performance, or decommission activity that does not meet the required standard
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of leading and managing a process for membership or partnership development and support, focusing on collective action and outcomes
	<ul style="list-style-type: none"> • Experience of leading and managing a process for awarding grant funding for outcomes, including needs analyses, community assets , assessment and award and grant management
	<ul style="list-style-type: none"> • Experience of designing, delivering and securing funding for programmes of work which support better outcomes for children and young people
	<ul style="list-style-type: none"> • Knowledge of the legal and practical implications of managing performance, including establishing meaningful measures against which to measure progress and success

	<ul style="list-style-type: none"> • Excellent research and risk management skills to ensure practice is informed by evidence of effectiveness and that risks are proportionate and managed
	<ul style="list-style-type: none"> • Experience of organising events designed to provide advice and guidance to organisations, or on sharing knowledge about good practice and improvement
Planning and decision-making	<ul style="list-style-type: none"> • Experience of managing resources and undertaking income-generation activity
	<ul style="list-style-type: none"> • Knowledge of the needs of, and challenges faced by, community and voluntary sector organisations and how these may inform approaches to service design and engagement
	<ul style="list-style-type: none"> • Ability to work on own initiative and take operational decisions as required
	<ul style="list-style-type: none"> • Experience of undertaking analyses of information from different sources and presenting findings in ways that facilitate decision-making
	<ul style="list-style-type: none"> • Project management skills, including risk assessment and management, and directing work of people for whom there is no direct line-management accountability
Other job-related requirements	<ul style="list-style-type: none"> • Promote equality and value diversity in all working relationships
	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people
	<ul style="list-style-type: none"> • Travel across Manchester and occasionally further afield
	<ul style="list-style-type: none"> • Able to work flexible hours to meet business needs including occasional late meetings.