

Job Title: Community Manager

Job Ref: 1025

Location: Andover

Salary: £33,000 to £37,000 per annum

Hours: 40 hours per week

Holiday: 25 days per annum (increasing with length of service)

Closing Date: 16th September 2019

Organisational Context

We believe that everybody should have the opportunity to lead healthy, happy lives. YMCA Fairthorne Group (YMCA) is a community-based charity with a serious ambition to grow our successful social enterprise model. We achieve this through bringing **people** of all backgrounds and abilities together in YMCA **places** and delivering effective **programmes** that meet the needs of the community.

We operate throughout Hampshire, Isle of Wight, Portsmouth and Southampton from 30 venues, engaging with over 40,000 people every year. Our programmes include multiple early years settings, Daycamps, community activities and housing for young people.

Andover

YMCA Andover is one of our newest YMCA community branches. Built to support a community of 3000 new homes, it opened its doors in a purpose built facility in October 2017. It has already established a range of successful community programmes, including a 121 place children's day nursery, youth clubs and family activities, and approximately 1000 people access the facility each week. Growing from these foundations, YMCA Andover needs to continue to engage with the community and provide relevant and meaningful programmes to support the formation of a cohesive and thriving local community.

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Your Job Purpose

As the Community Manager you will provide & assist in the community development work of the YMCA Andover Community through your leadership and management skills, knowledge and behaviour. We see you as the person who will facilitate helping people of all ages and backgrounds both within the YMCA and out in the community.

The Community Manager will do this through a number of ways:

- Reach out to people in the community and encourage them to engage and deepen their involvement to support personal, community and YMCA development.
- Provide and oversee effective programmes and services to meet identified community need. This includes oversight of a large nursery to support children aged 0-5years in our community.
- Ensure the YMCA is an inclusive and welcoming place where people can come together, meet others and engage in successful programmes.

The manager is supported by a Community Coordinator, the nursery staff team, sessional programme workers and cleaning and maintenance staff. It is also envisaged that this team will be augmented with volunteers. The Manager also works alongside a team of colleagues throughout the organisation who also have a mandate for Community development.

Duties and Responsibilities

- Provide outstanding management of YMCA Andover in line with the YMCA Way.
- Reach out to people within the local community and encourage them to engage with the YMCA.
- Ensure YMCA feels a welcoming and inclusive place for people of all ages and backgrounds to access and engage in.
- Use data and insight to understand both our current and potential members and be able to track an individual member journey with YMCA.
- Develop strategies and tools to deepen a member's engagement with YMCA. This will include developing and implementing programmes in response to identified needs, as well as building meaningful relationships with the individuals and families in our community.
- The nursery is a critical part of our community programme. Work alongside the nursery manager to provide oversight of the nursery, ensuring it delivers high quality educational outcomes for the children in our care.
- Work with our marketing teams to effectively market YMCA Andover and the programmes it offers.
- Evaluate the success of individual interventions as well as our impact upon the community as a whole.
- Line manage & support the YMCA Andover staff and volunteer team.
- Establish and monitor the YMCA Andover budget and ensuring it meets its targets and is financially sustainable.
- To ensure compliance with all YMCA policies and procedures. These include Child protection, Health and Safety, Human Resources and Financial policies.
- To ensure you act in the interests of your own safety & the safety of others at all times
- To undertake any other duties and responsibilities reasonably requested by the management of YMCA Fairthorne Group.

Person Specification & Key Competencies

Qualifications/Experience

Essential:

- Substantial experience of leading and managing teams and projects.
- Minimum 3 years of experience of running and leading community programmes and engagement.
- An ability to set and manage complex budgets
- Possess a current full driving licence
- Knowledge of health and safety and ability to complete risk assessments
- Knowledge of safeguarding and measures to protect children and vulnerable adults as well as self.
- Demonstrable ability to meet targets
- Commitment to equal opportunities and an inclusive approach.

Desirable:

- Community development or youth work qualification
- Understanding of early years education.
- Skills in mentoring and coaching staff and volunteers
- Management qualification

Skills / Abilities

- Ability to drive forward the vision for YMCA Andover, able to understand the big picture and lead the team to deliver upon our ambitions.
- A genuine enthusiasm for and an inspirational approach to supporting community development with an ability to engage the community and build relationships with people.
- Strong advocate of community development and an ability to think critically, drawing upon academic research and evidence to drive best practice
- Ability to motivate and lead teams to deliver successful outcomes.
- Ability to plan and implement programmes, using good organization skills.
- Financial acumen to ensure YMCA Andover remains financially sustainable.

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For more information about our wider services please visit our website at www.ymca-fg.org If you have any other questions, please do not hesitate to email recruitment@ymca-fg.org or call 02382 145463.



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