

**Job Description**

Job Title:	Enterprise Development Manager
Salary:	£35,000 per annum pro-rata
Hours of work:	16 hours per week
Duration of contract	Permanent - 52 weeks per annum
Reporting to:	Chief Executive

**Organisational Context:**

YMCA North Tyneside is a Voluntary Sector Organisation undertaking community programme work in areas of North Tyneside.

Over time YMCA North Tyneside has become recognised as a well-established services delivery Voluntary Organisation in the area as well as playing an active role both sub-regionally and regionally.

This role contributes to the provision of services to the North Shields community, which also include; YMCA Gym, provision of space for tenants, room hire for meetings, activities and conferences.

**Job Purpose:**

To support the development of all of North Tyneside's enterprise activities, ensuring they maximise profit and maximise opportunities for providing work experience, training, apprenticeships and paid employment for disadvantaged people.

Enterprises currently consist of a 37 bed supported accommodation unit, community cafe, community gym, nursery, music studio and landholding. Working closely with the Chief Executive and Operations Manager, the role will involve management of budgets to maximise profit for YMCA North Tyneside, identification of training, work experience and employment opportunities within the enterprises to place young people from our employment training programme.

Enterprise Development Manager (EDM) will help to secure additional income for social enterprises, by identifying new opportunities, partnership working and maximising existing income. Working closely with Chief Executive the Enterprise Development Manager will identify new enterprise opportunities and apply for funding to bring them to fruition.

The Enterprise Development Manager will represent YMCA North Tyneside to local employers and look to secure guaranteed interviews, work experience or training for young people that have shown commitment to our employment training programme.

**Reporting to:**  
Chief Executive

**Main Responsibilities:**

1. To maximise income and expenditure from all social enterprises
2. To increase work experience and training opportunities for young people
3. To maximise paid employment within social enterprises for young people
4. To increase the social impact of all social enterprises
5. To work in partnership with external services to increase financial and social returns
6. To develop strong working relationships with local employers to support young people into training, work experience or employment opportunities
7. To demonstrate the values of YMCA at all times, and to cross-promote our other services and the work we do to transform the lives of young people.
8. To create a pathway through training and education and work closely with the marketing department to visually represent the journey
9. To develop a compelling case to fund YMCA North Tyneside, using enterprise as a vehicle to generate social impact and create the conditions for sustainability
10. To contribute social impact reports and annual review to demonstrate the social return of all enterprises
11. To support the Chief Executive in the development and implementation of our long-term strategy.

**Scope and Limits of Authority:**

The post holder is free to act flexibly towards the achievement of the above responsibilities. New developments to be agreed as appropriate with Chief Executive.

It is recognised that the Association is involved in a dynamic environment and as such, job descriptions will be required to be periodically reviewed and amended, reflecting any changing of the job. Such reviews will be carried out in conjunction with the staff concerned and one month's notice given of any change in the job description.

**Person Specification**

**Experience:**

**Essential experience:**

- Management experience of running or developing businesses or social enterprises
- Experience of working in the voluntary sector
- Experience of trust and foundation fundraising
- Partnership working across partners in the VCS
- Budget Management/budget responsibility
- Experience of working independently to agreed outcomes

**Desirable:**

- Experience of working in a training/education environment
- Direct experience of placing trainees in a work setting

- Experience of working within the YMCA network or other youth service
- Well networked with experience of board representation

### **Skills and Abilities:**

#### **Essential**

- Excellent communications skills, including verbal, written, email and presentational
- The ability to positively engage with learners, colleagues and partners
- Proven ability to work calmly under pressure and meet deadlines
- Ability to juggle and prioritise competing demands
- IT literate and proven ability to use bespoke databases to manage individual progress
- Ability to empathise with young people, esp, those who have experienced homelessness
- Determination to further opportunities for young people in North Tyneside

#### **Desirable:**

- Relevant teaching/training qualifications and/or experience.
- Relevant assessor qualifications.
- Qualified to further education level in a relevant subject

## SECTION C: Terms and Conditions

**Salary:** £35,000 per annum pro rate

To be mutually agreed

**Paid Leave entitlement:** As per contract of employment

You will be auto-enrolled into the YMCA pension scheme, subject to meeting government set thresholds.

**Period of notice offered and required:**

As per contract of employment

**Conditions of appointment:**

- Subject to satisfactory references, and criminal background check through the Disclosure and Barring Service (DBS).
- A requirement to training / events / courses deemed relevant and appropriate when post requires.
- The first three months of your employment will be regarded as a probation period, during which time an assessment of your performance, conduct and attendance will be made. The completion of your probationary period will, however, be subject to a formal review and you will not have completed your probationary period until that review has taken place and you have been confirmed in post.

**Miscellaneous:**

Outside paid employment must not take place within, overlap or interfere with YMCA contracted hours

This job description sets out the task requirements required of this post.

Along with the Staff Handbook and the letter of appointment it forms the terms and conditions of employment within the Association.