



YMCA
NORTH TYNESIDE

Head of Community

Application Pack 2021





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MESSAGE FROM OUR CEO

Our goals here at YMCA North Tyneside are ambitious and unwavering - expanding services to reach more young people, building new partnerships to promote health, wellbeing and mental resilience, and strengthening our communities so all can **Belong, Contribute and Thrive.**

As an employer with strong cultural values, our organisation takes great pride in the work of our employees because their contributions and successes - large or small - should be celebrated.

We provide a supportive working environment that encourages staff to grow as individuals, both personally and professionally, with the added satisfaction of knowing that the work they carryout every day, helps transform the lives of young people.

Dean Titterton
CEO






ABOUT US

Our Cause:

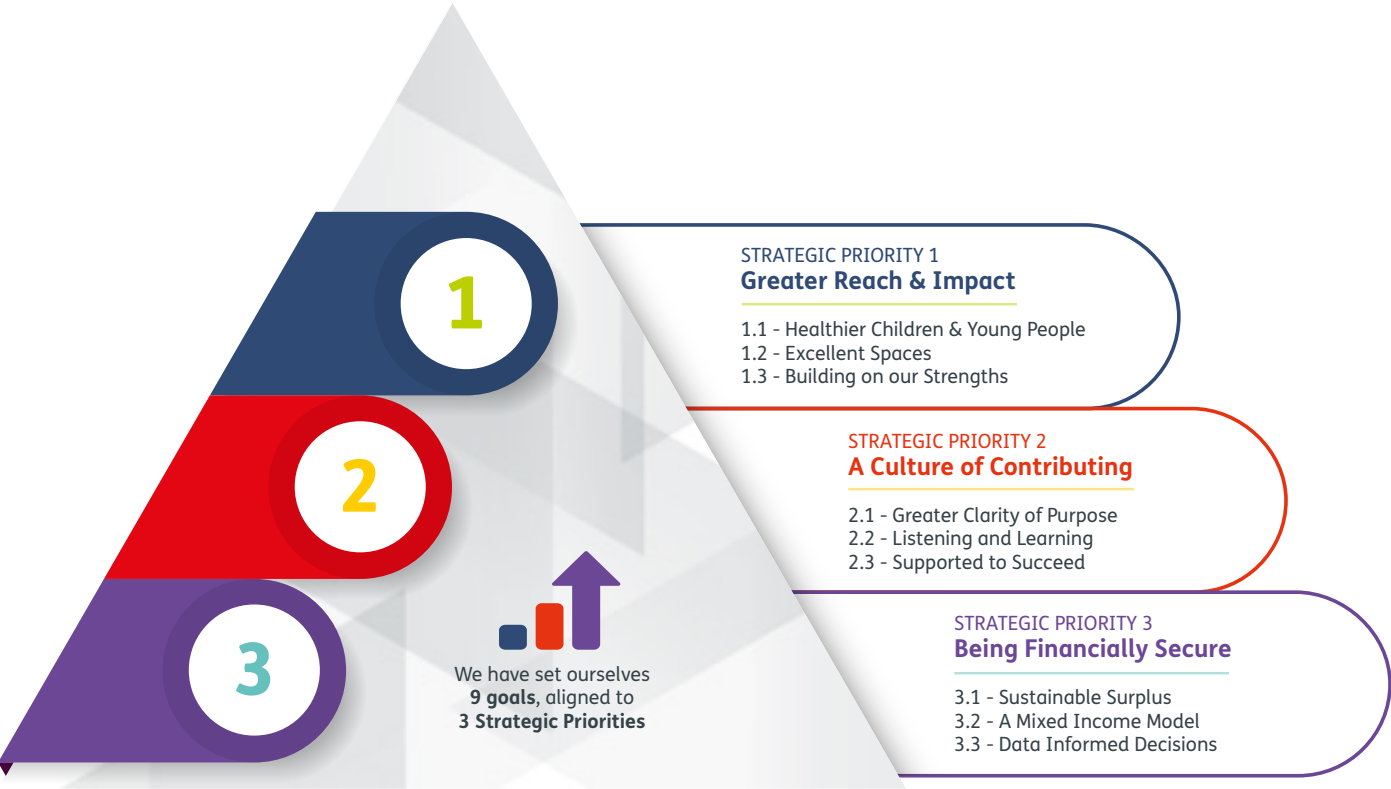
- ▶ We are a community that supports children and young people to be healthy, happy and connected.

Our Values:

- 
 - ▶ We believe everyone has potential
- 
 - ▶ We inspire each person we meet to nurture their body, mind and spirit
- 
 - ▶ We serve our communities so that all can HOPE, BELONG, CONTRIBUTE and THRIVE

Our Strategic Priorities:

- ▶ The diagram below outlines 3 Strategic Priorities which provide the roadmap for successful organisational development from 2020 to 2025.



[Click here to view and read more on our Strategic Plan 2020 - 2025.](#)

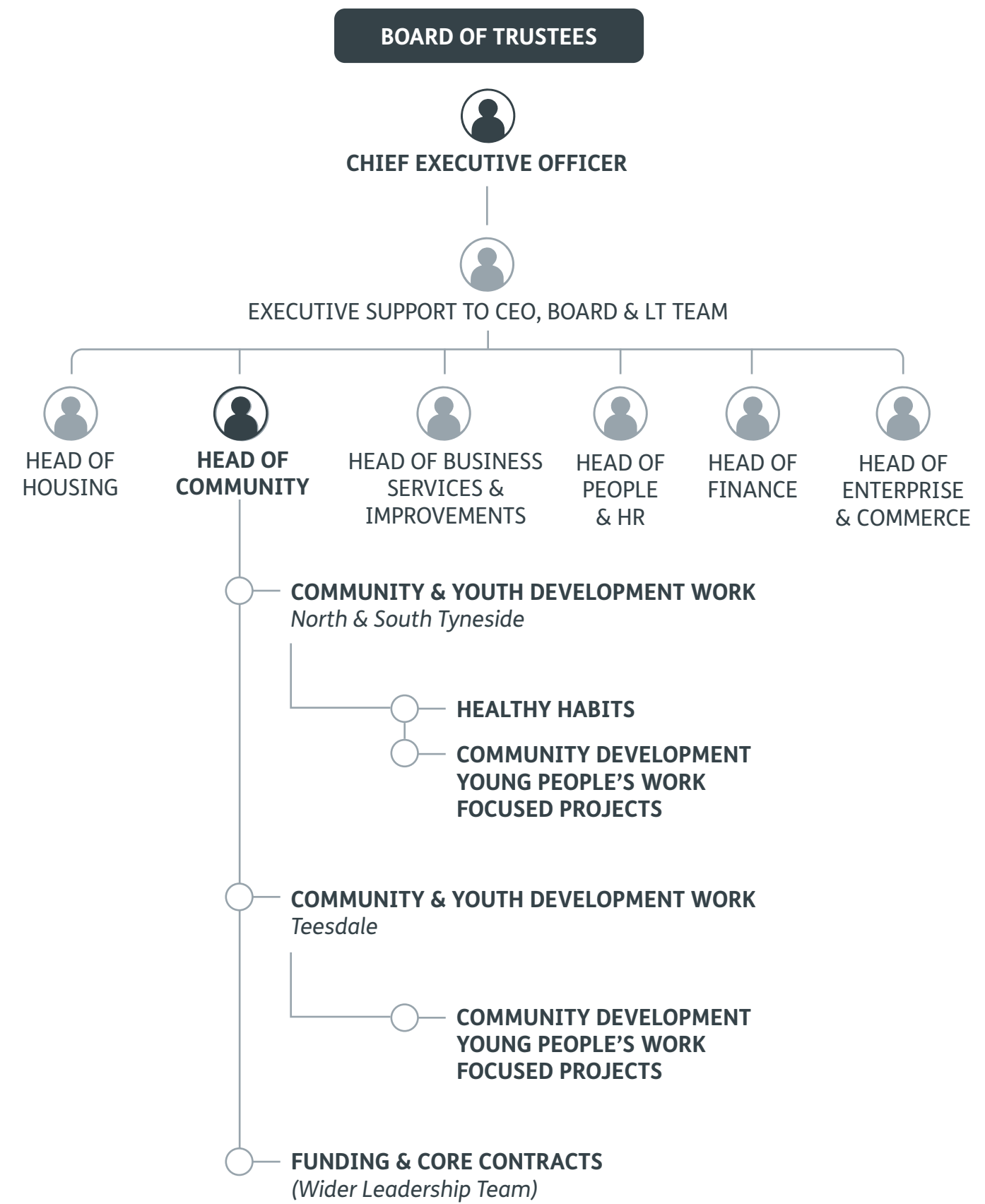
ABOUT US (cont.)

Our Board of Trustees:

David Hodgson	President
Arif Shahab	Chair of Trustees
Victoria Scott	Vice Chair & Portfolio Holder for People & Human Resources
Barbara Morris	Trustee & Portfolio holder for Governance, Risk and Compliance
Howard Kemp	Trustee, People Strategy Working Group & Patterdale Directors
Mark Renney	Trustee & Portfolio Holder for IT & Innovation
Mark Earl	Trustee & Portfolio Holder for Finance
Russell Hall	Trustee & Portfolio Holder for Impact



OUR EXECUTIVE LEADERSHIP TEAM:



To find out more about our Leadership Team, click here.

YOUR APPLICATION

Thank you for your interest in YMCA North Tyneside and for wanting to work with us. Within this recruitment pack, you will find the details of the Head of Community post and the selection process which will assist you in completing your application.

To apply to this post, you will need to submit the following as part of your application:

- An up-to-date CV which shows your career history
- Our online application form which can be found by clicking the following link: [YMCA Online Application Form](#)
- Finally, we ask that you please inform us of any dates that you are unable to attend an interview

Please note, applications will only be considered if all the above is completed.

We do also request that you complete our Equality & Diversity monitoring form, however, this is voluntary. This form is used for monitoring purposes in line with our commitment to equality and diversity. The link to our Equality & Diversity form is provided upon completion of your online application.

Applications to this post must be received by Saturday 11th July 2021.

We advise that you submit your application in good time and recommend that your CV and Cover Letter are no longer than 3 pages. Once you have submitted your application, you should receive confirmation. If you do not receive an acknowledgement of your application, please contact [HR](#).

If you would like to have an informal discussion about the Head of Community post and/or the organisation, or if you have any other questions which may help you decide whether to apply, please contact [HR](#) and provide your contact details. Our HR department will be happy to arrange an appropriate time and date for you to discuss your queries with Dean Titterton, our CEO.

JOB DESCRIPTION

Job Title:	Head of Community
Contract Type:	Permanent
Salary (FTE)/Hourly rate of pay:	£35,000 P.A. (& Benefits)
Hours of work per week:	37.5 (inc. flexible working, occasional remote working and some evenings)
Responsible to:	Chief Executive Officer
Responsible for:	Youth & Community Teams
Location:	YMCA North Tyneside, primarily based in North Shields

Job Purpose:

As a key member of the Executive Leadership Team and a custodian of YMCA North Tyneside’s 5 Year Strategic Plan and 5 Year Financial Roadmap, the post holder will work closely with the CEO and have overall responsibility for leading the direction and development of the Community function. This includes strategic planning and development, financial management, business development/income generation, networking, resourcing and delivery of services.

In line with our Strategic Plan and Financial Roadmap, we want to expand our offer, increase income and create sustainability. This position will support us to deliver this by building on and increasing our existing offer.

Key Responsibilities:

- Oversight and Leadership of YMCA North Tyneside’s Community function
- Identify, initiate, negotiate and manage major funding opportunities and contracts and assist with the production of tenders, business plans and budgets
- Lead (and/or) oversee the production and submission of grant opportunities and high value tenders
- Act as community interface with Marketing, Social Media, R&D, Public Relations etc
- With guidance from the CEO, set direction of the Community functions
- Lead on the development and implementation of health and wellbeing initiatives that bring communities together
- Work with managers to increase engagement and attendance across all Community related projects

JOB DESCRIPTION (cont.)

Key Responsibilities (cont.):

- Work with stakeholders (local government, employer groups, large and medium size employers, CCG and others) to deliver partnership opportunities and developments
- Lead your team engagement with employers, and education and training providers
- Lead the delivery of commercial and philanthropic income to meet organisational income targets in Community functions
- Lead on the development of volunteering opportunities within the Community function
- Responsible for delivery and completion of own operational and administrative activity
- Lead on the delivery of school, college and young person programme enrolment targets
- Work with Community function managers and staff to create and enhance spaces for our stakeholders and beneficiaries
- Manage the Community function managers, including mentoring, assessment and overseeing administrative tasks
- Support a Culture of Contribution, ensuring managers work well together with high performance and accountability
- Be a leader who can harness the full potential of staff (including volunteers) under your remit and build the business in line with expectations and targets
- Instigate and manage change within the charity where improvements and efficiencies have been identified
- Be a key member of the ELT and advise and provide regular feedback and advice on strategic development opportunities, performance against business plan, future opportunities, and current threats/concerns
- Develop business case justifications and cost/benefit analysis for spending and initiatives (including IT)
- Facilitate and participate in Working Groups of the Board, Partnership Groups and Consultative Groups as required to meet service area development and accountability requirements
- Lead (and/or) oversee the production of appropriate and accurate reports/data as required for the CEO/Board and/or external funders and other stakeholders (including contract compliance etc)
- Support the Board of Trustees, CEO and ELT in setting the organisation vision and strategic direction

General:

- Effectively contribute to the overall work of YMCA NT and provide strong corporate leadership alongside the ELT
- Ensure that all personal ways of working and those of your team are consistent with the values and culture of YMCA NT

Additional Information:

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are in many circumstances unpredictable and varied, therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

This role will involve liaison with Front-Line Staff, Management, the CEO and the Board of Trustees to review and assure exceptional delivery of the strategic plan and the organisational mission and vision.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory enhanced DBS Disclosure.

Equal Opportunities:

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity amongst the workforce. We aim to be an equal opportunities employer and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.



Education / Knowledge			
	Essential	Desirable	Assessed by
Professional experience with proven track record of effective Programme delivery in a relatable area	✓		CV & Interview
Working knowledge of UK state education sector (including funding opportunities and career related opportunities)	✓		CV & Interview
Experience			
Demonstrable experience working with corporate or high-profile stakeholders on youth engagement programmes	✓		CV & Interview
Experience working in the public or voluntary sector, ideally for a charity (or similar) organisation	✓		CV
Experience of effectively managing a team	✓		CV & Interview
Experience of implementing business opportunities and new ideas to generate growth		✓	CV & Interview
Experience of implementing monitoring and impact processes		✓	CV & Interview
Experience in senior management role		✓	CV
Experience in building partnerships with external parties to enhance business opportunities and relationships		✓	CV & Interview
Experience in writing reports, tenders, corporate strategy and policy	✓		CV & Interview

PERSON SPECIFICATION (cont.)

Skills & Abilities			
	Essential	Desirable	Assessed by
Confident, highly professional communicator and able to create written briefs, documents and presentations to a high standard	✓		Interview
Excel at organising and prioritising workload and enjoy driving work forward independently	✓		Interview
Able to think strategically	✓		Interview
Excellent IT competency	✓		CV & Interview
Excellent customer care skills	✓		CV & Interview
Strong analytical skills	✓		Interview
Personal Skills & Abilities			
Must be a resident within the operational area	✓		CV/Application
Social and able to build and maintain good relationships with multiple stakeholders that are mutually beneficial	✓		Interview
Strong ability to lead by example	✓		CV & Interview
Ability to deal with challenging people and situations		✓	Interview
Good understanding of the challenges that are faced by the rural and urban communities of North Tyneside	✓		Interview
Excellent interpersonal and communication skills	✓		Interview
Interest in the Youth & Community sector	✓		CV & Interview

KEY DATES & IMPORTANT INFORMATION

Closing date:

Saturday 11th July 2021

Proposed interview dates:

First Stage Interviews are planned to take place on Wednesday 21st July 2021, these interviews will be held virtually and will last approximately 20-25 minutes. If you are shortlisted for the first stage interviews, you will be provided with information on the panellists and interview questions to help you prepare. This stage is all about us getting to know one another and for us to understand more about why you are interested in this vacancy and working with our organisation.

For candidates that are successful in the First Stage Interviews, they will be invited back to a Second and Final Interview which will be held on Friday 23rd July 2021. These interviews will be held in person at YMCA North Tyneside and are expected to last approximately 50 minutes to 1 hour. The Second Stage Interview will include a 20 minute presentation, the brief will be provided to you before the interview date.

Candidates who are shortlisted for an interview will be contacted via email. If you have not been contacted by Friday 16th July 2021, you should assume your application has been unsuccessful.

All candidates that are interviewed will receive feedback.

Proposed start date:

ASAP

If you are unable to attend any of the identified dates above, please contact [HR](#) before making an application.

If you have any questions about this role or need help with making an application please call **0191 257 5434** or e-mail **helen.noble@ymcanorthtyneside.org**

www.ymcanorthtyneside.org



/YMCANorthTyneside



YMCANTyneside

YMCA North Tyneside is a company limited by guarantee registered in England No. 02703063. Registered charity no. 1011495. Registered social housing provider no. 4793. Ofsted Registration: EY555165. Our registered offices are: Church Way, North Shields, Tyne & Wear, NE29 0AB. Telephone 0191 257 5434



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION