

Youth Challenge Oxfordshire (YoCO) **Project Director Job Description**

**Opportunity for the right person to grow a successful young charity
working with enthusiastic volunteers**

The Current YoCO Programme

- YoCO runs a successful and well-established programme for youth groups in Oxfordshire for vulnerable young people aged 14-21 years. Each group is supervised by two volunteer Group Leaders and meets one evening a week in term time over a period of 12-18 months, during which time the Group undertakes a programme of personal development and charity fundraising.
- After 6 months they take part in a weekend residential trip and after 12-18 months they travel to Kenya for 10 days to volunteer with the Nasio Trust. The funds needed for the stay in Kenya and the Nasio projects are raised by the young people in each group. The costs of the Programme and travel are met by YoCO.
- When the young people return from Kenya, YoCO provides support for them to pursue the next step in their education or career whilst encouraging them to continue to volunteer, either with YoCO or in their local community.

Overview of the Role

- Following a recent review of its strategy and structure, YoCO is looking to appoint a Project Director to develop, support and deliver the YoCO Programme. The Project Director will have responsibility for the recruitment, induction and on-going support of the volunteer Group Leaders in delivering the YoCO Programme.
- The Project Director will report to the Board of Trustees and will be responsible for managing YoCO's Group Leaders, other volunteers and, when appointed, an administrator.
- The role requires attendance at some evening Youth Group meetings and some fundraising events at weekends. Hours will not be 9-5.

Key Responsibilities

Youth Groups

1. Establish Youth Groups in areas of Oxfordshire where it has been identified that there are vulnerable young people who would benefit from the YoCO Programme.
2. Ensure that the volunteer Group Leaders are appropriately recruited, inducted, trained and DBS checked.
3. Register all young people on to the Programme and ensure that appropriate records are maintained.
4. Continue to develop the Programme for each group based on the existing template in conjunction with the Group Leaders and support them in delivering the Programme through regular liaison, support and attendance at Group Meetings.
5. Be responsible for the booking of external providers and speakers on the Programme.
6. Ensure that all fundraising events are suitably managed and attend some fundraising events organised by Youth Groups as required.

7. Work with the Group Leaders to establish appropriate procedures to track each Youth Group's fundraising, maintain the relevant Virgin Money pages and bank all funds raised.
8. Work closely with the Nasio Trust in the UK and Kenya to plan and coordinate each Youth Group's 10 days volunteering in Kenya.
9. Be responsible for the booking of flights for each Youth Group.
10. Act as the UK link with parents and guardians for the 10 days when each Youth Group is in Kenya.
11. Evaluate every Programme and maintain data on the impact of the Programme on the young people.
12. Work with the Group Leaders to maintain contact with the young people after the Programme wherever possible and encourage them to maintain their link with YoCO.

Nasio

13. Develop effective working relationships and practices with Nasio Trust to ensure that each Youth Group's stay in Kenya runs smoothly.
14. Attend regular management meetings with Nasio Trust.

Safeguarding

15. Undertake necessary Safeguarding training. (A trustee is the lead safeguarding officer)
16. Attend meetings as required with social workers and young persons
17. Ensure that appropriate insurance cover is in place at all times.

Communications

18. Work with the Board of Trustees to agree and implement a publicity and communications plan for YoCO. This plan should consider, as appropriate, the YoCO website, communications with Friends of YoCO and past donors, the production of appropriate YoCO materials (e.g. fliers), the production of a YoCO newsletter, and the use of social media.

Fundraising for YoCO

19. Lead YoCO's fundraising activities (as distinct from the fundraising activities of the Youth Groups). These could include preparing applications to grant giving bodies, attendance at networking events, presentations to potential donors.
20. Organise central fundraising events.

YoCO Administration

21. Be responsible for ensuring that YoCO has appropriate operating procedures and policies in place and that these are followed in practice.
22. Attend the regular meetings of the Board of Trustees and provide a report for circulation ahead of each meeting.
23. Be responsible for managing and tracking YoCO's equipment and materials.
24. Assist in appointing an administrative assistant

Essential Skills and Qualifications

- Experience of programme and/or project delivery
- Strong interpersonal skills
- Strong organisational skills
- Excellent written and verbal communication skills, including presentation skills
- Self-motivation
- Valid driving licence

Desirable Skills, Experience and Qualifications

- Knowledge and experience of safeguarding issues
- Experience of working with young people
- Proven track record of generating income through grants and trusts
- Managing a team of volunteers both adult and youth
- Experience of donor care
- Experience of managing budgets
- Experience of setting strategic aims
- Experience of working across cultures – overseas travel

Personal Attributes

- Flexible
- Proactive
- Articulate and able to communicate effectively to a diverse audience
- Ability to inspire others
- Commitment to supporting people from disadvantaged backgrounds to participate
- Committed to equality in practice,
- Able to work effectively in a team or independently as required

Location/Workplace

- Oxfordshire
- If practicable the successful applicant will work from home

Application

- Please apply with CV to jane@yoco.online by midday on Monday 24th June 2019
- All applications will be acknowledged. If you do not receive acknowledgement within three working days, please ring 01865 863681

Salary

- Negotiable (Circa £25 - £30k FTE subject to experience)
- Job Share Considered
- References will be required at interview

YoCO

May 2019