

RYAG

RHYL YOUTH ACTION GROUP

<u>POST TITLE:</u>	Assistant Manager
<u>STATUS:</u>	2 year contract (funding dependant)
<u>GRADE:</u>	£8,000 p.a. (16 hours)
<u>LOCATION</u>	Rhyl

OVERVIEW

A part-time position is available for a trained and experienced manager or senior team leader to work with the RYAG Projects Manager supporting the development of RYAG's work in and around the HUB on Wellington Road, Rhyl.

The assistant manager will have extensive experience in project development, staff supervision and management, filing, managing budgets, creating and editing monitoring software, along with a commitment and drive to improve his/her own personal development.

Flexibility with working hours and paid time off to under take recognised training will be considered, applicants currently studying at management level are encouraged to apply.

This post requires an enhanced CRB check and will fall subject to any change in ISA regulation.

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the
Tudortrust



Main responsibilities include a range of day-to-day operational management duties as follows.

Lead on Staff management and development.

Manage elements of the RYAG future jobs fund programme, support and manage the apprentice workers.

Develop with the projects manager an Intereg Wales and Ireland exchange programme.

Monitor expenditure against budgets and maintain appropriate audit trails to the satisfaction of legal and funder's requirements.

Monitor project activity, ensuring all agreed upon outcomes are delivered within the timescales agreed with funders.

Lead on Investors in People, basic skills pledge and small workplace health award as part of RYAG's commitment to workplace and workforce development.

Support the development of RYAG's structure, Ensure there is good communication channels between the organisation's staff, volunteers, members, Directors, and external bodies RYAG works with.

Lead the delivery of an annual no frills consultation.

Attend network meeting and represent the group within partnerships and local consortia's.

Support the projects manager with organisational policy development and review.

Oversee the setting up of filing systems and logical organisation of information

To ensure everyone involved in RYAG is treated with empathy and respect.

PERSON SPECIFICATION

Essential Qualities:

1. Excellent project, staff, and budget management skills.
2. Excellent organisational skills.
3. Ability to plan, prioritise and organise work to deadlines, re-prioritising if necessary.
4. Experience of holding a senior position in an organisation.
5. Experience of working strategically with Government representatives and Officers.
6. Proven leadership ability with the ability to influence and motivate others.
7. An inclusive, positive and participatory approach to empowering others, including ability to relate with sensitivity and cultural awareness.
8. Confidence and proficiency with IT applications including:
Word (producing documents, writing letters, creating tables, using mail merge)
Excel (producing and using spreadsheets)
Access (producing and using databases)
Email (sending, receiving, filing, managing)
9. Empathy with young people facing social disadvantage.
10. Ability and desire to be managed by young people and unpaid volunteers.

Desirable Qualities:

1. Possessing the authority, presence and integrity to command respect from colleagues within the company and from external contacts.
2. A commitment to equal opportunities and anti-discriminatory practice.
3. Hold a current valid driving licence and have a vehicle available for work at all times.
4. Experience of office management and setting up new office systems eg filing, project monitoring and reporting systems that are easy for others to use.
5. Experience of working in the voluntary sector or alongside volunteers.
6. Experience of working with young people from disadvantaged communities.
7. Ability to speak Welsh.
8. Ability to communicate effectively with people from different backgrounds.
9. Possession of a full current driving license.

Working week:

(To be negotiated), flexible working policy is in place, however applicants should carefully consider the nature of the groups work, some evenings and weekends would be essential at some point.

Applying:

You must approach Rhyl Youth Action Group to apply for this post, application forms can be obtained from the RYAG website or the HUB facility on Wellington Road between 8.30am and 7p.m Monday to Friday. No applications will be considered after 1pm on the 10th September 2010.

Special Note:

We require this post to be filled ASAP.