



## **CWVYS DEVELOPMENT MANAGER Job Role and Person Specification**

### **PURPOSES**

- To Project Manage the Home Office Early Intervention Youth Fund
- To project manage consortia-style projects (CWVYS as lead partner)
- To support/develop this plan across other CWVYS project platforms
- To represent CWVYS at operational levels
- To support development opportunities for CWVYS membership organisations

### **OBJECTIVES**

- To assist in the operational delivery of the CWVYS Action Plan
- To represent CWVYS on partnership and collaborative bodies
- To deputise for the Chief Executive as and when required

### **TASKS**

#### **Line Management responsibilities**

- Line management of staff, volunteers, interns, students as appropriate

#### **Business development**

- To establish key working relationships with partner and funders on behalf of CWVYS with a view to securing sustainable resources
- To research and write funding bids in support of CWVYS sustainability aims and against specific targets, as determined by the Chief Executive
- To write, develop and implement CWVYS lead partner consortia projects
- To monitor and evaluate effectiveness of consortia working
- To design, deliver and develop a strategy for engaging the private sector in support of the voluntary youth work sector in Wales
- To investigate and explore CWVYS trading arm opportunities

#### **Utilising data**

- Utilise research and mapping data of the voluntary youth work sector
- Create template for collating evidence-based data (including numbers of organisations; workforce development; impact on lives of young people)
- Provide analyses of sector positioning at regular intervals
- Share findings with members and other stakeholders

#### **Marketing, Communications and Events**

With CWVYS colleagues:

- Co-design and implement a coherent marketing and communications policy for projects delivered by CWVYS
- Work creatively to raise the profile and presence of projects, linked events and CWVYS across all available platforms
- Enhance the profile and reach of CWVYS amongst 'external to youth work sector' organisations, agencies and individuals

## **Youth work policy and practice**

- To be pro-actively aware of ongoing developments and engage with/influence youth policy discussions, plus impact on CWVYS Membership and the wider sector

## **Representation**

- Development-related activity

## **PERSON SPECIFICATION**

### **Essential**

#### **Knowledge**

- Clear and demonstrable understanding of third sector youth services, networks, policies and structures
- Ability to negotiate and consult on a wide range of youth service issues
- A willingness to engage positively with all youth work service sectors
- An understanding of business development issues
- Sensitivity to and awareness of the cultures and languages of Wales
- Ability to facilitate meetings and partnerships to a high standard
- Ability to deliver to tight deadlines

#### **Experience**

- Project management and development
- Demonstrable experience in writing successful funding bids
- Experience of partnership working and implementation of collaborative approaches and systems
- Staff and volunteer management
- Minimum of 3 years' experience of recent working in the voluntary youth work sector in Wales

#### **Skills**

- Highly effective project management skills
- First rate organisational skills
- Excellent communication skills
- Team work ethic
- Ability to work on own initiative to achieve agreed targets
- Clear ability to seek out and exploit business development opportunities, including high quality bid writing skills
- High quality reporting skills
- Ability to adopt flexible times of working (evening work may be necessary)
- Ability to travel throughout Wales
- Professional attitude
- Experienced in IT skills e.g. e-mail, internet, databases and spreadsheets
- To act in a manner commensurate with the requirements of a CWVYS employee

#### **Desirable**

- Ability to communicate in the Welsh language
- Educated to diploma/degree level or equivalent in Youth Work or Youth & Community work

## **TERMS**

**Hours:** 37 per week

**Pay/Conditions:** Within range NJC Scale Pts 31-39; April 2018  
(£28,221 to £35,229)

Secondment considered

Travel & subsistence will be payable at appropriate rates.

**Pension:** Auto-enrolment pension scheme via CWVYS

**Length of contract:** Fixed. January 2019-March 2020

**Accountable to:** CWVYS Chief Executive

**Place of work:** As appropriate in Wales e.g. working from home and/or office-  
base in Cardiff considered favourably

**Travel:** Ability to travel in Wales and have use of a car  
Ability and willingness to travel outside of Wales (UK and wider  
Europe)

CWVYS  
December 2018