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| **StreetGames** | **Region:** National |
| **Job Title:** Volunteering and Youth Voice Manager Maternity Cover | **Grade/Salary Range:**  PO1 £35,696 - £38, 470 |
| **Responsible to: Director of Development** | |

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| **Job Purpose** |
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| **Designation of post & position within team structure** |
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| **Main Duties & Responsibilities** |
| 1. To support the development and implementation of the StreetGames strategy in relation to More Successful 2. To manage the operational delivery of the volunteering, youth voice and youth action programmes within StreetGames, where funding has been secured, taking the lead responsibility for ensuring milestones are achieved. 3. To ensure high quality relationships with each of programme stakeholders including funders, local projects and other partners 4. Managing youth voice groups for project design and delivery 5. To deliver the targets for the programme(s) as agreed with the funders. 6. To provide expert knowledge to StreetGames teams in relation to strategy development and operational planning which underpins the More Successful Business Plan 7. To provide expertise in supporting the Research and Insight, Fundraising and events teams ensure youth voice is central to their work 8. To develop positive working relationships with key partners. 9. To work collaboratively across the organisation in keeping with the StreetGames culture and values. |
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| **General duties** |
| |  | | --- | | 1. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.  2. To work with information technology and associated systems in accordance with StreetGames policies.  3. To co-operate with StreetGames in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.  4. To carry out the duties and responsibilities of the post in compliance with the StreetGames equity and safeguarding policy.  5. To maintain confidentiality and observe data protection and associated guidelines where appropriate.  6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. | |
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| **Scope of role (Budgetary/Resource Control, Impact)** |
| The post holder will have some responsibilities for delivery budgets, and matrix management responsibilities for regional/ national based staff in projects. |
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| **PERSON SPECIFICATION** | | |  |
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| **StreetGames** | **Job Title:**  **Volunteering & Youth Voice Manager** | | |
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| **Qualifications / Education / Training:** | |  |  |
| 1. Evidence of continuing professional development and training | | | |
| **Experience and knowlegde:** | |  |  |
| 1. Experience of influencing and shaping strategy 2. Experience of designing and delivering youth voice, youth volunteering and/ or youth action projects or programmes including residential events 3. Experience of supporting local organisations to develop 4. Experience of project management and working with multiple stakeholders at a national and local level in a youth voice, youth volunteering and/ or youth action context 5. Experience of project, budget and resource management. 6. Experience of establishing and maintaining strong internal and external relationships. 7. Knowledge of youth volunteering, youth voice and youth action as they relate to sport and other policy agendas. | | | |
| **Skills and Abilities:** | |  |  |
| 1. Excellent verbal communication skills for presenting ideas and information, providing clear instructions, persuading and negotiating. 2. Strong project management skills, including the ability to produce planning documentation, monitor progress and deliver milestones. 3. Able to effectively monitor and manage budgets. 4. Excellent customer care skills with the ability to develop these in others. 5. Able to employ a facilitative style with team members and partners in keeping with the culture of the organisation. 6. Excellent written communication skills with the ability to produce concise, coherent written reports and briefing documents. 7. Able to prioritise workload effectively and deal with competing and conflicting priorities. 8. Strong teamwork skills with the ability to manage and play a role within a team, including motivating colleagues and team members. 9. Excellent administration and organisation skills. 10. IT proficient with the ability to use all Microsoft Office packages. 11. Able to present a professional image of the organisation to external partners. | | | |
| Work Related Personal Requirements | |  |  |
| 1. This post may be subject to an enhanced Disclosure and Barring check. 2. The post holder must be able to travel across the UK. 3. The post holder will be expected to stay away for work purposes from time to time (to be negotiated with line manager) 4. A personal commitment to improving the lives of disadvantaged young people. | | | |

No candidate will meet every single desired requirement. If your experience looks a little different from what we have identified and you think you can bring value to the role, we would love to learn more about you!