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|  | **YMCA Edinburgh** **Association Manager** |

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| **1. POST IDENTITY** | |
| JOB TITLE:  LOCATION:  REPORTS TO:  DURATION: | YMCA Edinburgh Association Manager  Office base/facilities in YMCA Edinburgh, 1 Junction Place, Edinburgh, EH6 5JA  Board of Management  1 year |

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| **2. JOB PURPOSE** |
| The role of the Association Manager is to implement and manage the strategy of YMCA Edinburgh developed in collaboration with the Board of Management. The role will be for 12 months and will focus on the governance, restructuring and administration of the association. The role will also be responsible for leading and fund raising for core services and Play and Women’s Work (P&WW) of YMCA Edinburgh. The Association Manager provides Christian leadership of the YMCA working closely with City of Edinburgh Methodist Church, local churches and ecumenical bodies. |

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| **3. MAJOR TASKS & DUTIES TYPICALLY INCLUDE:** |
| * Manage the day-to-day operations of YMCA Edinburgh in line with the agreed strategy and policies; * ensure propriety in the management of the finances of YMCA Edinburgh and ensure that appropriate financial controls are in place and providing regular monitoring information to trustees * ensure effective management of all administration, budgeting and fund raising for YMCA Edinburgh programmes in P&WW and for core funding and services * fund raising, monitoring & reporting of projects to funders for P&WW & core funding * work in collaboration with the Mentoring Service Manager to coordinate Association-wide financial management * oversee preparation of annual accounts and reporting to OSCR * lead and manage the staff team including providing monthly support and supervision and annual appraisals for assigned staff members      * ensure that YMCA volunteers in assigned areas are valued with clear activities, supported and managed * ensure YMCA premises and programmes comply with all legal requirements including Safeguarding of children & vulnerable adults, Health & Safety and risk management      * Provide support to the Board of Management to review and develop YMCA policies and procedures * Provide leadership of the Christian ethos of the organisation in developing YMCA programmes, working alongside members, users, staff and volunteers * Contribute to meetings with partner churches and ecumenical groups * Lead worship and prayers on behalf of YMCA Edinburgh * Maintain a close working relationship with the City of Edinburgh Methodist Church & the Edinburgh & Forth Methodist Circuit as Trustees of YMCA Edinburgh and owners of the YMCA premises * provide administrative support to the Board of Management, preparing papers and calling notices * work collaboratively with the Board to develop, deliver and evaluate the strategy and restructuring activities of YMCA Edinburgh during the next 12 months * develop productive partnerships with external partners, churches, local government and other organisations of importance for YMCA Edinburgh * ensure representation of YMCA Edinburgh on external networks in the wider Christian, voluntary and statutory community to influence policy development in P&WW * negotiate contracts and partnerships relating to core business, P&WW on behalf of YMCA Edinburgh * ensure representation of YMCA Edinburgh at YMCA Scotland events and meetings * monitor, evaluate and report on core P&WW YMCA programmes & operations, providing quality data to trustees and partners. * Collate funding reports, programme evaluation reports and the YMCA Edinburgh annual report. * Other tasks appropriate to the role of Association Manager as required by the Chair. |

# YMCA EDINBURGH Person Specification

# Association Manager

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| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **CHRISTIAN COMMITMENT** | An active personal Christian faith and a willingness to engage positively with the Christian ethos of the organization and the wider community in the outworking of that faith.  This is a Genuine Occupational Requirement (Equality Act – part 1 schedule 9) | Ability to lead worship and communicate faith relating to organisational mission and strategy.  Ability to apply faith to YMCA Christian mission |
| **EXPERIENCE** | Proven success in attracting funding for core and delivery services  Proven experience of managing, motivating and supporting a staff team  Proven successful experience in organisational change, collaborating with trustees or others in leadership of an organisation or project  Proven successful experience of working in partnership with other organisations and funders  Proven experience of financial management and budget preparation | Experience of working with faith-based youth work organisations, churches different faiths  Experience of work in the voluntary youth work sector, specifically in development and delivery of Play Services  Experience of managing and leading Women’s work projects, with a proven track record of success  Experience of risk management and policy development |
| **QUALIFICATIONS & KNOWLEDGE** | Degree or Diploma in Community Education, Youth Work, Social Work, Education or equivalent  Commitment to continuing professional development  Knowledge of the voluntary work sector  & voluntary sector funders | Up to date knowledge of relevant legislative requirements applicable to YMCA Edinburgh  Working knowledge of Scottish government priorities for work with children & young people |
| **SKILLS** | Good leadership skills to inspire and maintain motivation of staff within the organisation  Good communication skills to influence funders, partners and staff. | Confident public speaker |
| **PERSONAL QUALITIES** | Motivated, dedicated and resilient.  Approachable with good interpersonal skills required to support and manage a diverse team of staff and volunteers.  Passion and commitment to working with children and young people. |  |