



SNaP Development Project Job Opportunity

Risk and Sustainability Manager Job Description

An exciting opportunity has arisen for a Risk and Sustainability Manager to join SNaP Development Project this June 2023.

Funded through the Reaching Communities National Lottery Programme, this will be a challenging, but highly rewarding job, which will allow an exceptional individual to make a real difference to the lives of young people.

Background and Context

SNaP Youth is a sub-name given to the registered charity 'SNAP DEVELOPMENT PROJECT'. The charity was formed in 2004 and for the last 19 years we have been delivering needs-led youth work for young people aged 10-16 years living in South Normanton and Pinxton. As the only long-standing generic youth work provider in the local area, we are passionate about developing and facilitating the very best youth work provision. We want young people to have somewhere to go that is fit for purpose, something to do that is developmental and challenging and someone to talk to who is genuinely interested. In practice, we support young people to gain the knowledge and information needed to make informed life choices. We encourage young people to get involved with something that they are interested in. It could be arts, drama, cooking, sports, music or taking part in volunteering - anything that sparks an interest and gives them confidence. We believe that when young people learn to feel good about what they are doing they are happier and better prepared to succeed in whatever they want to achieve in life.

The charity is managed and facilitated by a team of dedicated trustees, youth work staff members and supportive volunteers. We want to see the charity grow and continue to offer young people youth work provision for many years to come. In doing this, we are looking to explore new avenues of work to ensure our future and improve the long-term sustainability of the charity. This post will help us to adapt, using new strategies to meet this demand and create efficiencies. If you are interested in our work, please view our website by logging on to:
www.snapyouth.org.uk

Post: Risk and Sustainability Manager

Area: South Normanton & Pinxton

Responsible to: CEO

Salary: £22.77hour

Hours: 22.5 hours per week

Funded: to start June 2023 - 2 year contract

Main Role:

The Risk & Sustainability Manager will be expected to be hands on, working in collaboration within a small, busy team who aspire for the charity to be 'fit for the future' and in a position to effectively access new revenue opportunities and become more sustainable.

We are looking for someone who can work on various types of risks, including business planning, cost control, income generation and diversity.

The successful candidate will be highly perceptive and methodical, having the ability to communicate effectively, presenting plans in a convincing and achievable manner.

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Specific Tasks and Responsibilities

- To conduct sustainability analysis; identify, assess, monitor, measure, and report on all data; looking for potential threats and creating plans to prevent and mitigate problems.
- To identify ways of sustaining and ensuring the future of the charity, through planning and using management development tools such as “Theory of Change” or “Balanced Scorecard” to help take stock of where we are and where we’d like to be.
- To draw-up, implement and deliver a funding strategy to sustain the charity.
- To build-on, consolidate and finalise the current business plan, taking into account the above points, to compile an up-dated comprehensive strategic business plan with a strong focus on financial sustainability.
- To enable plans to be turned into action and keep such plans updated as situations arise.
- To work closely with the CEO and Trustees and paid staff to achieve these aims.

Person Specification:

- You will have proven experience in this kind of management role.
- You will have relevant experience and/or an understanding of working within a charity, voluntary or community setting.
- You will have a proven, successful track record of fund raising and applying to grant giving organisations.
- You will have good report writing skills.
- You will have the ability to respond flexibly to the Charity’s needs and to the changing priorities of the service and sector.
- You will be a reliable team member and an excellent communicator.

Essential:

You will be assessed on these points through the information you provide in your application and at interview.

A=Application I=Interview Ac=Activity

- You will have good listening skills and be a gifted communicator. I Ac
- You will have good report writing skills. A
- You will be a reliable team member. I

Desirable:

- Recent involvement with the youth work and community sector.
- A clean and up to date driving licence

We will use the information you provide to assess your suitability for the role you have applied for.

Due to the nature of the post, successful candidates may be subject to a disclosure by the Disclosure and Barring Service. All new employees and volunteers are subject to a probationary period. A review of performance against the above duties will be included at three months to assess competence against the above duties and especially in the sustainability of the charity making contributing to the overall planning and delivery of the ‘project’.

If you are interested in this offer, please send us your CV and a cover letter explaining how your skills and experiences fit the job role and person specification, to: info@snapdp.org.uk

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