



JOB DESCRIPTION

Job Title:	Delivery Manager (Youth, Employment & Training)
Responsible to:	Area Programme Manager
Responsible for:	Delivery Staff Team
Operational Area:	Devon & Cornwall
Location:	Plymouth
Date:	20th July 2020

JOB SUMMARY

The Delivery Manager will be responsible for the leadership, management and coordination of a number of youth, employment and training contracts, in Plymouth and South East Cornwall.

The Delivery Manager will have management responsibility for a diverse range of small projects, including the Plymouth National Citizenship Service (NCS) programme, our Youth NEET projects in Plymouth & Callington, and our Employment Support Programme in Saltash & Torpoint. The post holder will be responsible for operational delivery, financial management, delivery team management and coordination, and project delivery, monitoring and evaluation.

This role will take on the responsibility of Designated Safeguarding Officer for the Devon & Cornwall area. Working closely with the Lead Safeguarding Officer to ensure safety and compliance is of the highest standard.

Main Duties

- Lead and line manage the Plymouth and South East Cornwall delivery staff teams.
- Project manage and coordinate the NCS Plymouth team and programme of activities, working closely with the NCS Groundwork London team, who will offer technical and practical support.
- Project manage and coordinate two small Youth Projects covering Plymouth, Saltash and Callington.
- Project manage and coordinate, a small Employment Contract in Saltash and Torpoint.
- Ensure professional best practice and compliance with Groundwork, Partner and Funders' finance regulations, project management requirements and practices, safeguarding processes, management and administrative systems and procedures.

KEY AREA: PROJECT MANAGEMENT & DELIVERY

- Project manage and coordinate NCS Plymouth operational delivery, including the Summer and Autumn Programmes. The National Citizenship Service Programme supports the Groundwork

South's strategic and operational commitments by providing opportunities for young people to take part in activities that encourage and improve social mix, and its contribution to the Trust's Youth Programme by improving the likelihood of the engagement of young people in social action.

- Project manage and coordinate operations delivery of other Plymouth and South East Cornwall projects, including Skills for Young People in Plymouth, #iwill Co-op Youth Advocacy project in Callington and an Employment Support project in Saltash and Torpoint. The total staff team is currently 7 members of staff.
- Regularly monitor NCS and other projects' KPI attainment, revising and updating project delivery plans where required.
- Manage project finances in line with funder requirements, completing monthly and year end reconciliations with the support of the Area Programme Manager and Groundwork Finance teams.
- Ensure activity and finance evidence is maintained in line with Groundwork and Funder Finance Regulations and Procedures.
- Ensure professional best practice and compliance with internal project management, data protection (GDPR) and safeguarding practices, systems and procedures.
- Represent Groundwork at relevant external meetings and events.
- Contribute to publicity and marketing for projects as required.
- Report on a monthly basis to the Area Programme Manager where projects currently stand on a financial basis and against the milestones/outcomes requested by of it by the funder and actual versus predicted performance in terms of PPM's.

KEY AREA: FUNDRAISING

- Assist in strengthening links with partner organisations and supporting the Area Programme Manager to secure additional funding.

KEY AREA: PARTNERSHIP & STAKEHOLDER WORKING

- Formalise partnerships and builds strong links with stakeholders.
- Attend and represents the Trust at relevant meetings, steering groups, forums and conferences, including attending out of office hours when necessary

KEY AREA: PEOPLE MANAGEMENT

- Provide support and direction to members of staff to ensure they understand their roles so as to facilitate the achievement of the Trusts' objectives.
- Provide proactive performance management of staff via the Trusts' processes.
- Participate in the Groundwork Performance Management and Appraisal process, and agree short, medium- and long-term goals with line manager, and direct line staff.
- Provide assistance in the recruitment of staff and volunteers where required

KEY AREA: VOLUNTEER MANAGEMENT

- Identify, develop and recruit volunteers in accordance with Trust procedures, where appropriate.
- Provide support ,direction and training to volunteers.

KEY AREA: DESIGNATED SAFEGUARDING OFFICER

To act as the designated safeguarding officer for your Devon & Cornwall, working alongside the safeguarding lead you will :

- Promote Groundwork South's commitment to safeguarding and supporting the welfare of children and adults at risk.
- Ensure staff are adhering to the Safeguarding Policy and Procedures.
- Ensure staff are adhering to the Safer Recruitment & Selection Policy & Procedure.

- Support the safer recruitment process by attending interviews and ensuring appropriate pre-employment checks are carried out inline with safer recruitment guidelines.
- Ensure safeguarding procedures are being followed and that safeguarding incidents are dealt with in a timely and professional manner.
- Be a part of an on-call rota, inline with the needs of your area and if necessary provide emergency support call to other areas.
- Have a good knowledge of local reporting procedures including contact numbers and local thresholds for actions.
- Inform the safeguarding lead of training requirements for your team and attend refresher DSO training as required by Groundwork South.
- Undertake an enhanced DBS check and maintain annual membership through the update service.

KEY AREA: QUALITY

- Focuses on learner and young people satisfaction and delivers a quality service to the agreed standards

KEY AREA: HEALTH & SAFETY

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on health and safety. Primary responsibilities are:

- To report all Health & Safety occurrences including potential hazards to line manager
- To comply with Groundwork South Health & Safety Policy and Regulations
- To carry out routine checks on vehicles, equipment and machinery and report any defects to line manager
- Use, store and maintain tools and equipment in line with Health and Safety best practice

ADDITIONAL RESPONSIBILITIES

- Adhere to all the policies and procedures of the organisation
- Contribute to the Trust's work in maintaining existing and achieving future accreditations and standards
- Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post
- Any other duties commensurate with the level of the post.

GROUNDWORK SOUTH VALUES

All employees of Groundwork South are required to understand and contribute to the organisation's values. Groundwork South is committed to transforming people's lives and places through social, economic and environmental action. In terms of development and delivery of these projects we work across three business themes, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services and we successfully deliver these projects by adopting a clear set of values:

- Passion
- Commitment
- Empathy
- Professionalism
- Innovation

Factor	Criteria	Essential	Desirable
Knowledge	Relevant degree, vocational qualifications or experience in the Welfare to Work or Youth Sector.	x	
	Knowledge of and an interest in community development and environmental, social and/or economic regeneration	x	
Experience	Demonstrable track record in successful project management including managing and monitoring budgets	x	
	Demonstrable experience of partnership working with public, private and voluntary sectors	x	
	Proven track record of managing staff including proven ability to build, motivate and lead high performing teams	x	
Skills:	Excellent communication and presentation skills, both written and verbal to be able to communicate with a wide variety of customer groups both internally and externally	x	
	Ability to manage workloads and competing priorities in an often deadline orientated environment	x	
	Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery	x	
	Demonstrate a commitment to and understanding of safeguarding and promoting the welfare of children and adults at risk	x	
Abilities	A proven ability to think creatively, problem-solve and work on own initiative with minimal supervision	x	
	Strong team skills and a proactive, supportive way of closely working with colleagues to achieve results	x	
Special Requirements	Able to work outside normal working hours i.e. attendance at occasional evening and week-end events. The Trust has a Time Off In Lieu system in place		
	Full UK driving licence and access to your own vehicle for which you will need to be insured for business use. Employees are able to claim back mileage rates as per our Expenses Policy.		

TERMS AND CONDITIONS

Salary	£28,000 per annum
Contract:	Fixed Term to 31st August 2021 (with the expectation to extend)
Hours of work:	Your normal hours of work are 37.5 hours each week excluding a daily lunch break and travel to and from the main place of work. It is envisaged that there will be some out of hours needed by the post holder during the NCS Summer Programme, which runs for 6 weeks over the School Summer Holidays.
Place of work	Your normal place of work will be at our office based in Hamoaze House, George Street, Mount Wise, Plymouth PL1 4JQ. You may be required to travel on Groundwork's business to carry out your duties at other locations as may be required for the proper performance of your duties. It is likely that you will need to occasionally travel to London/Bristol to undertake a training day.
Holidays:	25 days per annum plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1 st January to 31 st December).
Pension	Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme, or such other registered pension scheme as has been set up by Groundwork. Participation in such schemes is subject to satisfying certain eligibility criteria and the rules of such scheme as amended from time to time.
TOIL	TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place. TOIL is normally time spent at weekend and evening events/meetings or extra work as requested by your line manager.
DBS Pre-Employment Check	This post will be subject to an enhanced DBS with barred lists check
References:	Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary.
Proof of Eligibility of right to work in the UK	Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/338399/An_employers_guide-28-07-14.pdf
Training:	Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our appraisal process.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.

I have read and agree that this job description and person specification accurately defines the role.

Signed

Printed

Date