**YMCA St Helens**

**Role:** Community Engagement Manager

**Responsible To:** Chief Executive

**Responsible For:** Training and Volunteer Coordinator

**Salary:** £35,000

**JOB PURPOSE:**

The Community Engagement Manager is responsible for developing a strong community presence in St Helens and Warrington for YMCA St Helens through the development of new work. The postholder will be responsible for securing funding from a range of sources and for establishing a sustainable service in Warrington. The postholder will assist the Chief Executive as required.

**DUTIES AND RESPONSIBILITIES:**

1. To identify opportunities for new initiatives, projects and services, to plan their development in accordance with strategic priorities, and to oversee and manage their inception and progress.
2. To work in conjunction with the Chief Executive to identify the strengths, interests, needs and priorities of local communities and to develop and promote programmes in response.
3. To work with the Chief Executive and relevant Business Partners to write successful bids and tenders.
4. Develop and build relationships with community leaders and existing groups in St Helens and Warrington; to develop fruitful partnerships with groups that share the values and aims of YMCA St Helens.
5. Play an active role in strategic reviews and contribute to the wider thinking, planning and success of the organisation as a member of the Senior Leadership Team.
6. To line manage the Training and Volunteer Coordinator.
7. To produce high quality impact reporting and effectively communicate the Association’s successes.
8. Develop the role to be a key influencer within both St Helens and Warrington, representing YMCA St Helens with integrity and professionalism.
9. Ensure adherence to legislation and guidelines, and compliance with the regulations and procedures of the Charities Commission and Company Law
10. Any other duties and responsibilities commensurate with the role.

**ADDITIONAL INFORMATION**

1. To uphold personal standards and integrity appropriate to the post and consistent with the values of the organisation.
2. To develop and maintain professional standards and expertise by undertaking relevant professional development.
3. To participate in the organisation’s performance management, supervision and appraisal procedures.
4. To seek ongoing improvements within own area of responsibility.
5. To comply with the organisation’s financial procedures and health and safety at work policies and procedures.
6. To comply with the organisation’s equality, diversity and inclusion policies and procedures.
7. To commit to safeguarding and promoting the welfare of children and adults at risk who use the organisation’s services.
8. To demonstrate initiative and commitment to the development of YMCA St Helens.
9. To maintain a flexible and team working approach and perform such other duties as may be required.

**Person Specification: Community Engagement Manager**

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|  | **Essential** | **Desirable** |
| **Qualifications** | A degree level qualification or equivalent in a relevant discipline, or a significant level of experience. | A marketing or community engagement qualification. |
| **Experience** | Significant experience working successfully in a business development or community engagement role.  Demonstrable experience of successful networking.  Successful bid-writing experience. | Substantial, medium-term bid-writing experience.  Experience of developing volunteers within a service. |
| **Knowledge** | Knowledge of business development, bidding and tendering, and the charity sector.  Understanding of marketing, including social media presence and other networking forums. | Local area knowledge (St Helens & Warrington)  Knowledge and understanding of the law and regulations surrounding charity work, including fundraising. |
| **Skills** | Excellent networking and interpersonal skills.  Excellent communication skills, including the ability to write successful bids and tenders.  High level of emotional intelligence.  Must be computer literate in MS Office and have the ability to learn new software packages |  |
| **Behaviour/ attributes** | Develop a strong culture in accordance with the values of YMCA St Helens.  Enthusiastic, self-motivated and passionate about their work.  Flexibility, adaptability and ability to work as part of a team.  Ability to work within the YMCA Christian ethos and philosophy. | Independent, original thinker. |