**Information for Applicants**

**Momentum Children and Young People’s Service – Manager**

**Hours:** 22.5 hours per week

**Contract:**  Permanent (subject to ongoing funding)

**Starting salary:** £31,371 pro rata

**Base:** St. Clements House, 2-16 Colegate, Norwich NR3 1BQ (this post is currently working from home)

**Holiday entitlement:** Starting at 25 days per annum, increasing with length of service up to 28 days per annum (pro rata for part time employees), plus designated bank holidays (pro rata for part time employees).

**Pension Scheme:** Contributory scheme in place

**DBS Check Required:** None

**Closing date:** Wednesday 12th August 2020 (12 Noon)

**Young people’s zoom interview:** Thursday 3rd September 2020

**Interview date:** Thursday 10th September 2020 (successful applicants be will notified by 26th August)

Voluntary Norfolk aims to promote equality of opportunity and welcomes applications from diverse candidates with the right mix of talent, skills and potential.

We will collect and process the personal data you provide on this application form and any other supporting documentation you submit in order to administer the recruitment procedure for the above role. Further information can be found in our *Privacy Notice for Job Applicants*, which is available on our website [www.voluntarynorfolk.org.uk/about/privacy-policy](http://www.voluntarynorfolk.org.uk/about/privacy-policy)

Applicants are specifically advised to refer to both the job description and the person specification when completing section 6 of the application form.

Applicants are asked **not** to attach a CV to their submitted application form, or to enclose copies of references.   
  
For further information about this post please contact **Cindee Crehan, Head of Momentum, Deputy CEO** *(until 29th August)* Tel: 07823 537312 or **Lucy Hogg, Head of Infrastructure,** Tel: 07468724257

Please return completed applications to: Julia Creusson, Head of Resources and Facilities

Voluntary Norfolk, St Clements House,

2-16 Colegate, Norwich NR3 1BQ

Or by email to: [hr@voluntarynorfolk.org.uk](mailto:hr@voluntarynorfolk.org.uk)

*Please be advised that only applicants shortlisted for interview will be contacted.*

Thank you for the interest you have shown in this post, we look forward to receiving your completed application.

|  |  |
| --- | --- |
|  |  |

**An Introduction to Voluntary Norfolk**

**Our Vision**

*Connected, resilient and compassionate communities where people work together*

*to improve lives*

**Our Mission**

* *To enable local people and communities to thrive and reach their potential*
* *To deliver innovative solutions through effective partnerships*
* *To ensure the voices of volunteers and voluntary organisations are represented*

Voluntary Norfolk was started in 1969 as the Norwich Organisation of Active Help (NOAH), a service to match volunteers to voluntary organisations. From this simple model of support, delivered from a caravan that toured the county, we have grown and developed to provide a wide range of services which improve the health, wellbeing, connections, skills and employability of thousands of people in Norfolk each year.

Support for the Voluntary Sector

We help over 300 grass-roots organisations find the volunteers they need to deliver their services and activities and we support over 2,000 volunteers to find volunteering opportunities, helping them develop skills, knowledge and to make connections in their community. We offer information, training, advice and support to voluntary groups and we have a specialist support service, Momentum, for groups working with young people. We are a voice for the VCSE (Voluntary, Community and Social Enterprise) sector, promoting the activities and impact of charities and community organisations while raising awareness of wider issues affecting our sector.



Momentum Children and Young People’s Services

Momentum merged with Voluntary Norfolk in 2018 creating an all age service. Momentum provides support for voluntary and community groups that work with children, young people and families. We run the Voluntary Sector Forum (children, young people and families) which provides opportunities for Norfolk voluntary, community and social enterprise organisations to engage with our statutory colleagues, to network, gain information and to come together as a united voice.

Momentum is the provider of accredited level 2 and 3 youth work training in Norfolk and we run the youth work network for those youth workers employed within the VCSE sector.

Volunteer Services

We deliver and develop volunteer services for Clinical Commissioning Groups, Norfolk County Council and other health and social care providers to help address social and healthcare

challenges including an ageing population and physical, digital and social isolation. We directly recruit and manage over 700 volunteers who undertake a variety of roles in healthcare and

community settings, helping people manage long-term health conditions, providing a support role to healthcare professionals and transporting people to and from hospital appointments.

Health & Social Care Services

Voluntary Norfolk delivers and manages health and social care services in partnership with community and voluntary groups and public and health care bodies. We are the lead partner in the Carers Matter Norfolk service and its sister service for Young Carers and Families providing practical and emotional support for Norfolk’s 100,000 unpaid carers. We also lead the Better Together service which addresses the health impacts of loneliness and social isolation. In April 2019 we took over the management of Norwich’s SOS Bus which looks after the health, wellbeing and safety of people visiting Norwich’s pubs and clubs on Fridays and Saturday nights.

Community Development

In partnership with community and public sector organisations, we work with local residents to improve their health, wellbeing and employability, harnessing their strengths, skills, interests and passions. We are one of the main partners in Neighbourhoods that Work, led by Great Yarmouth Borough Council, which works with residents, communities and partners to increase community resilience. In Norwich we run aDigital Inclusion programme which enables residents to develop the skills, capabilities and confidence to access online services, support and activities. We have recently been awarded funding to lead another partnership in Great Yarmouth, *Freshly Greated, which* aims to increase engagement with the arts among groups of people who are currently least likely to get involved as either audiences or creators.

Employment & Skills

Our Employment & Skills Team support those who are furthest from employment, helping them make the most of their skills and strengths and to take advantage of employment, volunteering and training opportunities. As part of the Norfolk Community College they offer 1-2-1 mentoring, training, volunteering and work placements, as well as specialist support and advice around wellbeing, debt and benefits.

CBR Business Solutions

CBR Business Solutions is the trading arm of Voluntary Norfolk, providing HR services, DBS checks and Payroll services to over 200 charities and businesses across the country. Operating profits from CBR Business Solutions provide a vital source of unrestricted income for Voluntary Norfolk helping us carry out our work supporting people and communities across Norfolk.

We employ over 70, mainly part-time, members of staff, working in locations across Norfolk.

Our turnover is in excess of £2million per annum with funding coming from public sector, health and statutory bodies, from grants, membership fees and from our traded services.

Voluntary Norfolk is a Registered Charity (number 1112017) and a Company Limited by Guarantee (number 5616120).

We have an elected Board of Trustees and our Chair of Trustees is John Archibald, Chief Strategy Officer and Executive Board Director of Flagship Group.

Our headquarters are located at St Clements House, 2-16 Colegate, Norwich, NR3 1BQ.

[www.voluntarynorfolk.org.uk](http://www.voluntarynorfolk.org.uk)

**Momentum Children and Young People’s Services – Manager**

**Job Description**

**Reporting to**

The Head of Voluntary Sector Infrastructure

**Key Responsibilities**

* To provide leadership and management of Momentum Children and Young People’s Services team
* To ensure representation of services for, and the voice of, children and young people with partners and internally within Voluntary Norfolk
* To ensure that appropriate links are made with Voluntary Norfolk services
* To contribute to and oversee reporting to commissioners, the Board of Trustees and any other stakeholders
* To support the development of and income generation for Momentum

**Key tasks**

* To be able to evidence Voluntary Norfolk’s values at all times, which underpin our vision and mission by ensuring that you:
  + listen
  + collaborate
  + innovate
  + celebrate diversity
  + care
* To provide support, line management and supervision to the Momentum team
* To jointly plan and chair the Momentum and Communities team meetings
* To ensure regular liaison with the membership and representation of the Voluntary and Community Sector interests at local, regional and national levels.
* To support the development of the Voluntary/Community Sector working with Children and Young People and their families in Norfolk
* In conjunction with the Head of Infrastructure and finance team set and manage the budget for Momentum
* To have oversight of the Voluntary Sector Forum (children, young people and families) working with the Chair, vice Chair and Momentum Business Support Manager to ensure that the Forum stays responsive to the sector
* To engage strategically with all stakeholders and participate fully within the integrated children and young people’s services in Norfolk, such as Norfolk Children’s Services, Office of Police and Crime Commissioner, Health
* To attend the Norfolk Safeguarding Childrens Partnership Leadership Group, the Children and Young People’s Strategic Partnership Board and other relevant partnership boards and steering groups in order to represent the sector and ensure that the voices of children and young people are heard
* To promote the VCSE sector to ensure it is a position to influence decision-making at all appropriate forums
* To provide information and advice on child safeguarding for Voluntary Norfolk.
* To support the Youth Work Training Coordinator in order to ensure that Momentum’s youth work training is of a consistently high standard and generates income
* To support Voluntary Norfolk’s Centre Head for the accredited qualification awarding body in order to ensure that our courses and practice are compliant
* To work with the Head of Voluntary Sector Infrastructure to seek opportunities for developing and increasing the income generated through the youth work training in order for it to be fully sustainable.
* To work with the Supporting Excellence Officer to ensure that we are supporting those groups working with children and young people to deliver a safe and quality service
* To liaise with the Head of Infrastructure to ensure that appropriate links are made with other services within Voluntary Norfolk
* To work in partnership with the Voluntary Sector Development Manager to ensure that the Momentum and Voluntary Norfolk infrastructure offer is joined up
* To ensure that all reporting deadlines are met and that the Momentum team contribute to the reporting cycle
* To identify any potential funding streams for Momentum and work with the Director of Development to prepare relevant funding applications
* To contribute to the delivery of Momentum training programmes as appropriate.
* Any other duties allocated by the Head of Voluntary Sector Infrastructure
* To act as an ambassador to CBR Business Solutions, promoting services on offer to the sector.

**All Voluntary Norfolk Post holders are responsible for:**

* Working to the policies of Voluntary Norfolk.
* Promoting equal opportunities and respecting diversity within all aspects of their work.
* Complying with Health and Safety regulations.
* Carrying out additional duties where appropriate, which may be allocated from time to time by the Chief Executive.

**Person Specification**

|  |  |
| --- | --- |
| **Qualifications** | **Essential / desirable** |
| Social Care or Youth Work professional qualification | E |
| Degree or equivalent | D |
| A full driving licence and access to a vehicle for work | E |
| Introduction to Child Safeguarding and Designated Officer training completed in the last three years | D |
|  |  |
| **Experience** |  |
| At least two years’ experience of managing teams | E |
| Experience of managing, supporting and promoting volunteer engagement | D |
| Experience of sourcing and securing funding from public, private and voluntary sector sources | D |
| At least two years’ experience of working at a senior and strategic level in an organisation providing services for children and young people | E |
| Experience of safeguarding children and young people at a senior level | E |
| Experience of chairing meetings and presenting within professional settings | E |
| Experience of working in a VCSE / public agency | E |
| Experience of reporting to funders to evidence outcomes and highlight impact. | D |
|  |  |
| **Skills and knowledge** |  |
| Strong communication skills | E |
| Strategic thinking, planning and implementation | E |
| An understanding of the voluntary, community and social enterprise sector | E |
| An understanding of the children and young people’s strategic partnership and how stakeholders work together to improve outcomes for children and young people. | E |
| Ability to work independently, prioritise time and manage a varied and demanding workload | E |
| The ability to build positive links with other organisations to strengthen the sector position | E |
| The ability to negotiate | D |
|  |  |
| **Attributes** |  |
| Commitment and reliability | E |
| Flexibility around working days | D |
| Strong leadership and organisational skills, including time management, delegation of duties and project management | E |
| A collaborative approach | E |
| The ability to work flexibly (the role is part time but you would need to be flexible with your working days) | E |
| A commitment to encouraging, supporting and promoting equality of opportunity for people playing a full and active role within their communities. | E |