

YOUTH CONNECT
SOUTH WEST

HEAD OF BUSINESS AND FINANCE CANDIDATE BRIEFING PACK

JANUARY 2023





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WELCOME FROM THE CHAIR AND CEO

Dear Applicant

We are very excited that you are considering applying for the position of Head of Business and Finance with Youth Connect South West.

Youth Connect South West (YCSW) is a young people's charity and company limited by guarantee. In November 2019, the charity was born as a Public Service Mutual from Bath and North East Somerset Council's youth and targeted youth support services.

When we set out our mission, top of the agenda was more opportunities and services for young people. We believed that there were opportunities out there which we could access as a registered charity, and we could work in a more creative and flexible way.

We are proud of the charity's roots, which has a background in youth work, advice and guidance and targeted youth support.

Our staff come from all walks of life with many different backgrounds and lived experiences. Many received support from similar services when they were young and want to make a difference to this generation. Our programmes put young people at the centre of what we do, empowering, listening and acting in their best interests.

The world for young people continues to be a challenging place, and ensuring they are equipped with the skills and emotional resilience to succeed is vital.

YCSW is at a very exciting stage in its development. Since we launched, we have seen dramatic times, a pandemic, war and a cost-of-living crisis, however the charity has continued to thrive and grow. This has meant the opportunities for development have increased and demand for our services is high, but this comes at a time when competition for funding has never been greater.

This post has been newly created and builds on the previous work of the Financial Manager, who has recently retired. The post will work closely with the CEO, Senior Management Team, and Trustees to drive forward the strategic and financial management of the charity in line with its charitable objectives.

Ensuring the charity has a robust financial strategy has never been more important to ensure the long-term sustainability of the organisation.

Are you the person who can help lead the organisation with the Senior Management Team into the next phase of its development? We want to be able to broaden our reach so we are able to support and work with more young people in and around the Bath and North East Somerset area.

If so, we look forward to hearing from you soon and receiving your application.



Tracey Pike
CEO



Rev Adam Pitt
Chair

HISTORY AND CURRENT CONTEXT

Youth Connect South West is a Public Service Mutual (PSM) organisation, which spun out from B&NES Council in November 2019. A PSM is an organisation that has left an institution like a local authority, has a core budget from that organisation, and is staff led. The organisation left with a five-year business plan; our success has meant we have overachieved on the current plan. Within three years, we have built a considerable reserve and transitions fund.

The growth of the organisation has reinforced the need for young people's services which are of a high quality, flexible and life changing. To enable this to happen, we need to embed and develop our infrastructure to ensure that we can deliver quality services and support the staff and volunteers who make it all happen.



VISION, MISSION AND VALUES

YCSW Vision, Mission and Values were developed by the staff group and some young people as part of the Business Development Plan. They have been reviewed by Trustees and Senior Managers and adopted by the organisation.

Vision

- Delivering inspiring youth services that young people want to be part of

Mission

- Supporting young people to enjoy today, prepare for tomorrow and become the people they want to be

Values

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do
- Collaboration – working with families, communities, and other stakeholders to make things better for young people
- Meeting expectations – going “the extra mile” to support young people
- Inclusion – being there for all of those who need us



ORGANISATIONAL STRUCTURE AND LEADERSHIP

YCSW is led by a Board of Trustees, the Chief Executive Officer (CEO) and a Senior Management Team, which consists of the Senior Operational Manager, the Business Manager, and the Head of Business and Finance Manager.

The Organisation is a limited company registered at Companies House and is a Registered Charity.

There are 10 Trustees, including a staff and young people's trustees, all of whom are Company Directors.

There are several key subgroups: HR, Finance, Safeguarding and Staff Engagement.

Trustees and subgroups meet quarterly. The CEO, who is also a Trustee, manages these subgroup meetings and reports to the Board.

The Organisation has undertaken an initial restructure on the operational side of the charity, which has led to a more effective management structure. This provides additional capacity from Programme Managers, who are responsible for their areas of delivery, staff, and budgets. We are now undergoing a review of the management structure and business infrastructure to ensure the sustainability and robustness of the organisation going forward. As part of the Senior Management Team, this post will be key to that discussion.



KEY FACTS

YCSW operates from three centres- Southside, which is our main base, Radstock and our newest premises Bath City Centre Youth Space

We employ over 70 staff mostly over 18.5 hours per week

The Alternative Education Programme consists of three teams: Learning 4 Work, Partnership for Learning and Education Support. They have over 80 students on these programmes, which are delivered in partnership with Bath College and the B&NES Council Statutory Special Educational Needs and Disability Team

We have a Youth Mobile and an E-bus, which also acts as a pop-up youth club in villages and towns across the area

We deliver 30 youth work sessions every week. 2541 young people accessed youth work sessions last year

Our Targeted Youth Support provision supported 181 young people during the year, 100% of these young people rated their workers as brilliant or good.

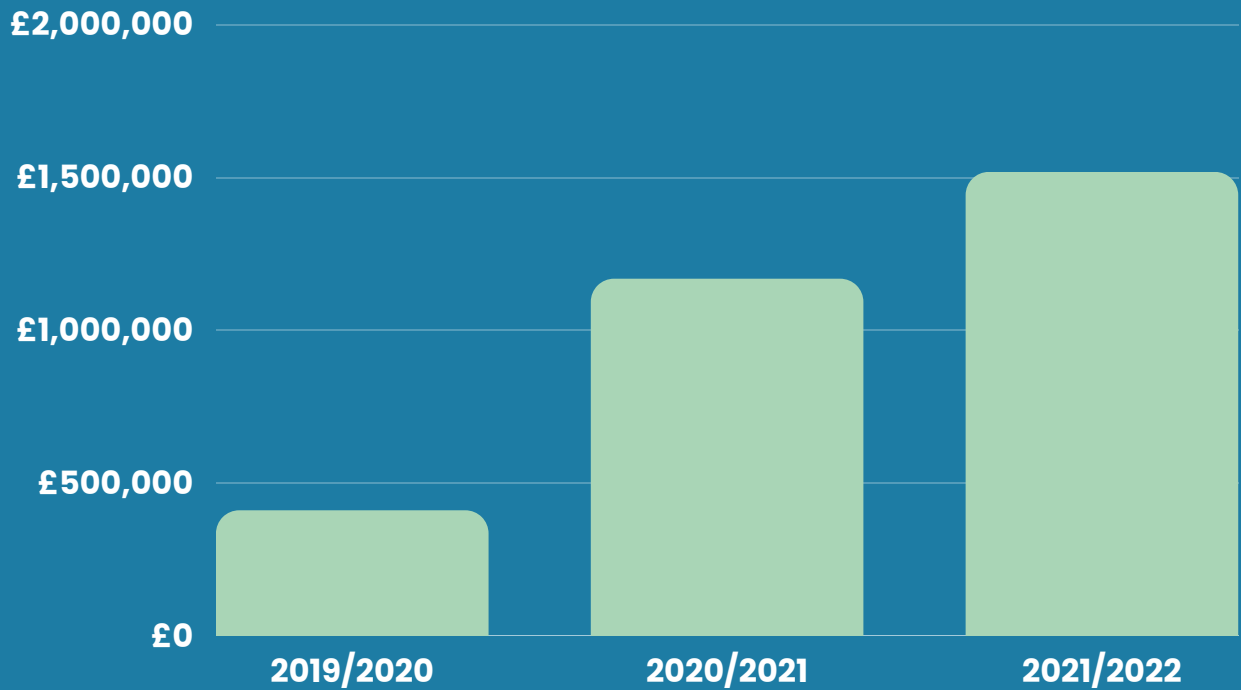
3189 young people were offered Employability Support

Southside Youth and Community Centre has a community café, soft play area and sensory room open to the public

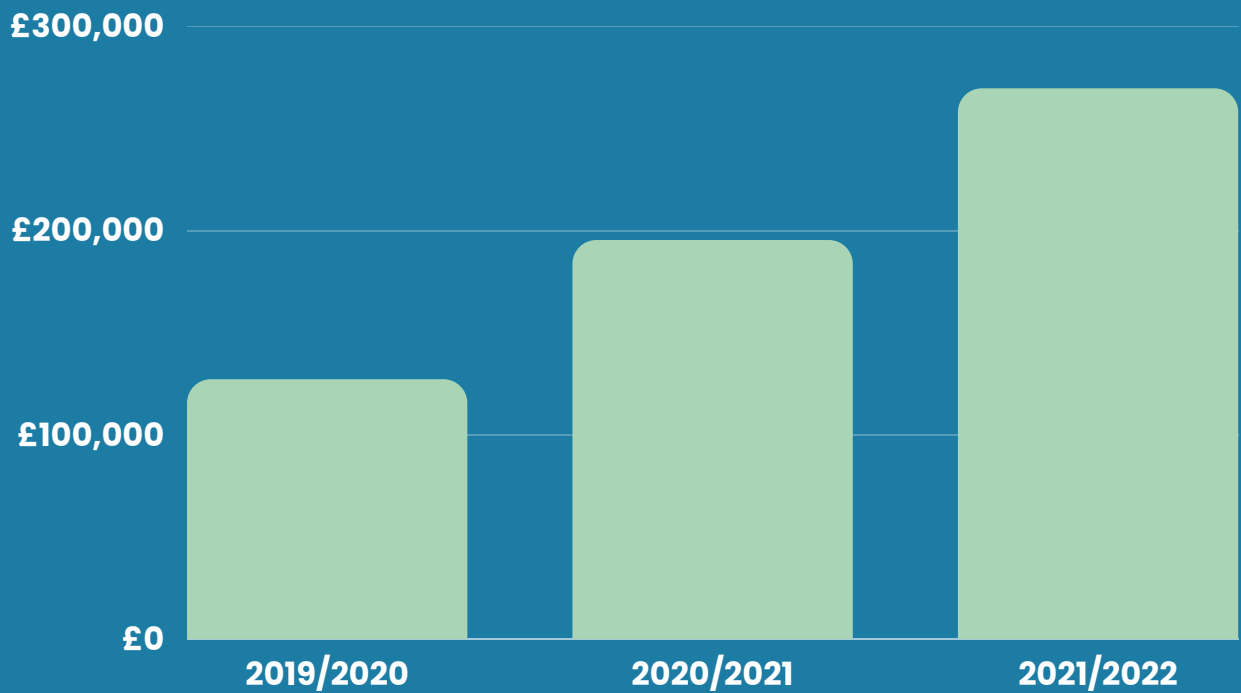
465 adults accessed services at the centre through events, older people lunch clubs and Tots Connect

FINANCIAL PICTURE

YCSW Turnover



YCSW Reserves



EQUALITY, INCLUSION AND DIVERSITY

Youth Connect South West is committed to equality of opportunity, and believes that young people are a major strength which contributes to the social and economic prosperity of the area. YCSW is committed to working within the Equality Act 2010 to ensure that no service user, job applicant, employee or other person associated with YCSW is treated inequitably or in an unlawful or unjustifiably discriminatory manner.

YCSW recognises that people from specific key groups may experience discrimination and less favourable treatment on the grounds of their protected characteristics, which are:

- Age
- Disability
- Race
- Sex
- Gender reassignment
- Marriage/civil partnership
- Pregnancy & maternity
- Religion/belief
- Sexual orientation.

We also recognise that people may experience discrimination and less favourable treatment for other reasons, e.g., on the grounds of their financial or economic status, lived experience, unrelated criminal convictions, gender identity, homelessness or lack of a fixed address, political view, or trade union activity.



RECRUITMENT PROCESS

At YCSW, we expect commitment from our staff to do the best they can and be the best they can be. In return we offer a great working environment, excellent Employee Assistance Programme and wellbeing packages alongside flexible working in a supportive and friendly team.

We endeavour to ensure that we have a fair recruitment process and welcome applicants from a diverse range of backgrounds regardless of ethnicity, disability, gender, sexuality, relation, social economic backgrounds and people with lived experiences.

To ensure we are as inclusive as possible, we will:

- Pay for travel expenses to enable you to attend the interview
- Overnight costs if you are travelling from more than 60 miles away
- Any childcare or carer costs you may incur
- Make any reasonable adjustments that may be required e.g., sign language interpreter
- Any applicant with a disability that meets the minimum essential requirements in the job specification will be guaranteed an interview

If there is anything that can help you with your application, please contact us to arrange a discussion.



THE ROLE OF THE HEAD OF BUSINESS AND FINANCE

This post is crucial to the success of YCSW. As a key member of the leadership team, this role is central to financial leadership and robust decision-making in the organisation.

Purpose of the job

The Head of Business and Finance will play a key role in ensuring the strategic management and development of Youth Connect South West's financial management, business functions and quality assurance for all financial functions for the Charity.

As a key member of the Senior Management Team, the post will lead on financial management, planning, reporting and control within the organisation. The organisation is quickly growing, and this role offers an opportunity to be part of supporting that growth to provide quality services for young people in the South West.

The post-holder will work closely with other YCSW managers and staff, as well as commissioners, funders, and statutory, voluntary, and commercial sector organisations.



Youth Connect South West Accountabilities and Responsibilities

1. With the CEO, to undertake strategic business and financial management to ensure the sustainability of the current activity, and to contribute to the development and vibrancy of the organisation going forward.
2. To co-develop the financial strategy for the organisation including leading on developing a financial risk management plan.
3. To develop and oversee all YCSW's budgets in conjunction with the CEO and Senior Operation Manager.
4. With the CEO formulate detailed organisation objectives and policies.
5. With the CEO, ensure the effective and efficient implementation of policies and achievement of its objectives, including financial ones
6. To ensure that financial management is robust, and that procedures, processes and reports are managed, prepared and analysed in line with YCSW financial policies.
7. To report to Trustees and Senior Managers on a regular basis ensuring that budgetary reporting is accurate, prepare monthly management accounts, up to date and within financial regulations, liaise with charities auditors e.g., the Charities Commission
8. To develop and monitor contract management systems and ensure they are implemented.
9. To support Senior Management in the negotiation and finalisation of contracts.
10. To support all aspects of commissioning, contracting, and funding bids.
11. To be involved in the recruitment and directly supervise and manage the roles that report to this post.
12. To act as a member of the Senior Management Team, supporting the overall leadership and management of the organisation.
13. Contribute to the YCSW Vision, Mission and Values.
14. Help ensure YCSW is responsive to community needs and that equalities issues are identified and addressed effectively.
15. Ensure that young people and vulnerable adults within the organisation are safe and that all staff, volunteers and service users follow agreed procedures.

Relationships

The post-holder is expected to develop and maintain positive relationships with individuals and organisations to ensure that YCSW can collaborate with others to deliver effective community work. In particular, the post holder will need to have positive relationships with the following:

- **Internal** – Colleagues, Managers, Board of Trustee Members, young people
- **External** – Partner organisations, communities, commissioners, funders, stakeholders.

Responsibility for Staff and Resources

The post holder will be responsible for:

- Ensuring robust financial management across the organisation
- Line management of the Senior Finance Administrator
- Monitoring all financial aspects of contracts

Working Environment

- The post is based at Southside Youth and Community Centre in Bath, access to other offices in the Bath and North East Somerset area are available, and some home working can be agreed, but the post will be expected to work regularly at the main site.
- It is essential that the post-holder can travel independently within Bath and North East Somerset and throughout the South West. A clean driving license and own transport is desirable.

General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development, including training.
- All staff are offered a Wellbeing and Employee Assistance Programme and staff benefits packages.

Glossary:

- **YCSW** – Youth Connect South West
- **SEND** – Special Educational Needs and Disability
- **CEO** – Chief Executive Officer
- **B&NES** – Bath and North East Somerset Council

PERSON SPECIFICATION

REQUIREMENT	ESSENTIAL	DESIRABLE
Education and Qualifications	Educated to degree level or equivalent professional qualification as a minimum. Business and Financial management qualification minimum Level 6 and / or professional accountancy qualification such as ICAEW/ACCA/CIMA/AAT or qualified by experience.	Management qualification at Level 5.
EXPERIENCE	<p>Considerable and successful business and financial management.</p> <p>Experience of working in a financial / management accountant role in the charity or business and / or statutory sectors.</p> <p>Experience of working successfully with financial management systems such as XERO.</p> <p>Experience of managing and/or mentoring staff.</p>	<p>Experience of working in the youth charity sector.</p> <p>Knowledge of the Young People's Services in the Bath and North East Somerset and surrounding areas.</p>
SKILLS & KNOWLEDGE	<p>Understanding of the charity sector.</p> <p>Technical accounting and bookkeeping skills</p> <p>Knowledge of social enterprise models.</p> <p>Thorough knowledge of strategic and operational financial management.</p> <p>Knowledge of business and contract management.</p> <p>Excellent written and verbal communication skills.</p> <p>Understanding of the importance of regular reporting and accurate data capture.</p> <p>Knowledge of Safeguarding issues/ procedures.</p>	<p>Advanced level of Word processing.</p> <p>Advanced Excel.</p> <p>Knowledge of charities SORP.</p>

REQUIREMENT	ESSENTIAL	DESIRABLE
ABILITIES	<p>Confident, self-motivated, innovative, and able to work under pressure.</p> <p>Good team leadership skills with the ability to develop and support all members of the team.</p> <p>Able to prioritise work and demands.</p> <p>Able to work collaboratively.</p>	
OTHER REQUIREMENTS	<p>Post-holder will be required to undergo training from time to time.</p> <p>The ability to cope with the duties and responsibilities of the post and the associated environment.</p>	



HOW TO APPLY

Closing date for applications is 17th February 2023 at 12pm

Interviews will take place on the 28th of February 2023 and 1st March 2023. If you are short listed, you will be required to attend both days.

Day one:

- Area tour and visits to main YCSW sites
- Meet with a range of young people using YCSW programmes
- Meeting with staff group
- Lunch with stakeholders

Day two:

- Interview
- Presentation task
- Competency exercise

All applicants must apply using YCSW application process, CV's will not be accepted. Applications can be submitted via our website through the online form, or an emailed application form can be submitted to: contact@ycsw.org.uk.

You are welcome to discuss the role further with the CEO, Tracey Pike, contact number 07948 551598.

YCSW would like to thank you for your interest in this position and we look forward to receiving your application.

Please note that by submitting your application you are giving consent to the information that you provide as part of your application being stored and used in the selection process. In line with the Data Protection Act 1998, all information about you will be securely held, with access restricted solely to those involved in the appointment process.



KEEP UPDATED

Website

www.youthconnectsouthwest.org.uk

Email

contact@ycsw.org.uk

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