

## Partnerships and Services Manager

**Location:** Teviot Centre, Wyvis St, London, E14 6QD

**Annual Salary:** £37,000 - £40,000 (depending on experience)

**Hours:** 37.5hrs per week (**Full time**, Office based – Hybrid working available post probation)

**Fixed Term Contract (12 months)**

### About the role

Leaders in Community (LiC) is an award-winning youth-led organisation with over 15 years' experience in delivering youth leadership and youth social action campaigns, supporting local young people challenge and overcome inequalities and barriers to progression.

As the Partnerships and Services Manager, you will report directly to the CEO and as such will be a member of the leadership team, to deliver Leaders in Community's (LiC) work to empower young people and communities to improve quality of life and build a sustainable future in line with the Charity's vision and mission. Working alongside the leadership team, you will oversee, and capacity build the services being delivered in our vibrant community centre, which is located in the historic East End of London.

1. The post holder will support LiC's delivery against its Vision & Mission;
2. The post holder will lead on delivery and management of the *Climate Action*, and *Be.Inspired Women's Empowerment* project and work to achieve the funding objectives LiC are committed to;
3. The post holder will use LiC's Theory of Change model and create a *Climate Action* and *Be.Inspired* project plan to deliver a dynamic programme of activities that is engaging to young people;
4. The post holder will support recruitment of young people for the projects;
5. The post holder will help implement good practice and policies,
6. The post holder will attend networking events to raise the profile of LiC,
7. The post holder will support the Charity to raise the profile of the Teviot Community Centre.

### Key Tasks

1. Lead on our work with partners and our services, represent LiC at networking events and develop existing and new partnerships.
2. Deliver on strategic objectives set out in the Business Plan.
3. Project management and face-to-face delivery: Deliver the *Climate Action* and *Be.Inspired* projects; overseeing project delivery and budgets for these areas and ensuring LiC's vision and mission is reflected in all sessional activities and engagement work.
4. Line manage the Youth Projects Team and Community Projects Teams.
5. Managing relationships with funders through regular project progress updates and working closely with them to ensure LiC is on track to fulfilling outcomes and meeting agreed targets.
6. Engage in fundraising and income generating activities to ensure the continued growth and sustainability of LiC projects.

7. Coordinate community-based outreach to understand young people and residents' feelings towards the climate crisis and encourage more public participation.
8. Support to achieve the aims and objectives set out in the Marketing and Communications Plan.
9. Lead on community-based engagement by overseeing community events;
10. Identify progression routes for both beneficiaries and volunteers participating on projects.
11. Work within, and adhere to, LiC's policies and procedures including the *Equality and Diversity Policy*, when carrying out duties and responsibilities.
12. Ensure all staff and volunteers participating on the project adhere to LiC's safeguarding policy.
13. The duties contained in this job description are not exhaustive, and the post holder will be expected to undertake other appropriate functions and responsibilities requested by the Manager.
14. Undertake duties that commensurate to the grade and responsibilities of the post.

## PERSON SPECIFICATION

### Leaders in Community (LiC) Partnerships & Services Manager

The Person Specification is a picture of skills, knowledge and experience needed to carry out the job role. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate in your cover letter how you meet the below criteria:

	<i>Requirements</i>	<b>Weighting</b> <b>E= Essential</b> <b>D= Desirable</b>
<b>Education</b>	Good level of general education, e.g. 'A' Levels or equivalent. Youth Work level 3 Qualification or equivalent	<b>E</b>
<b>Experience</b>	Experience of dealing with members of the public	<b>E</b>
	At least 4 years' experience of working with different groups of young people across multiple settings, specifically, women and girls' from ethnically diverse backgrounds.	<b>E</b>
	Experience of working on environmental campaigns/ projects	<b>E</b>
	Experience of line managing small teams or departments.	<b>E</b>
	Experience of facilities management	<b>D</b>
	Experience of writing funding applications	<b>D</b>
	<b>Experience of working with vulnerable young women and girls, particularly those from BAME backgrounds.</b>	<b>E</b>
<b>Knowledge</b>	Solid knowledge of best practice, including Safeguarding, Data Protection, Working with Vulnerable Users and Group Work Theory	<b>E</b>
	An understanding of youth work and young peoples' issues	<b>E</b>
	A passion for combatting climate change and a good understanding of the causes and potential solutions	<b>E</b>
	<b>An understanding of the cultural barriers some girls and young women face to engaging in after school activities.</b>	<b>E</b>
<b>Skills</b>	Ability to work under pressure, prioritise workload, and meet tight deadlines	<b>E</b>

	Ability to follow clear instructions and procedures	<b>E</b>
	Ability to analyse information, identify and rectify faults.	<b>E</b>
	Ability to deal with conflict situations	<b>E</b>
	Ability to use basic IT systems	<b>E</b>
	Ability to work as part of a team	<b>E</b>
	Ability to use own initiative and work with little supervision.	<b>E</b>
	Ability to plan, prepare and facilitate groups / sessions / workshops	<b>E</b>
	Ability to communicate effectively both verbally and in writing.	<b>E</b>
	Ability to effectively and accurately collate monitoring information	<b>E</b>
	Effective listening, negotiating and interaction skills	<b>E</b>
	Ability to communicate in both English and Bengali	<b>D</b>
<b>Personal Commitment</b>	A commitment to the work of LiC	<b>E</b>
	Informed commitment to LiC's Equality and Diversity Policy	<b>E</b>
	Able to work flexible hours to suit project & project participant needs	<b>E</b>

### How to apply

If you are passionate about making a difference and possess the necessary skills and experience, we invite you to submit your **CV and a cover letter** outlining your relevant experience and motivations for joining our Charity via the job advert posted on the Charity Jobs website, or email directly to [info@leadersincommunity.org](mailto:info@leadersincommunity.org) with the subject line "Partnerships and Services Manager Application."

The application deadline is **May 30<sup>th</sup> 2024, at 11:30pm**. The interview dates and start date of the appointment is to be confirmed.

If you have questions about the role and would find it helpful to have an informal conversation, please contact Syed Uddin at [syed@leadersincommunity.org](mailto:syed@leadersincommunity.org).

We are committed to improving diversity and inclusion across our organisation. If you're excited about the role but your experience or qualifications don't perfectly align, we encourage you to apply anyway.

This is an exciting time to join the charity, we are increasingly being showcased as a model for other charities, we are being recognised for our work on regional and national platforms, creating a great platform for LiC to grow. We look forward to hearing from you soon.

**PLEASE NOTE: We will review applications as soon as we receive them, so please apply early to register your interest.**

We appreciate all applications, but only shortlisted candidates will be contacted for an interview.