

West Midlands Development Manager

An exciting opportunity to join a leading, award-winning and innovative youth organisation based in Birmingham, with a global reach.

Are you passionate about young people? Do you want to become part of a team that brings young people of different faiths together across the city? We are looking for an experienced youth and schools worker to lead our West Midlands work at The Feast.

A significant part of the role is to engage with Muslim, Sikh and Hindu groups across the West Midlands.

About The Feast

The Feast is an award-winning, faith-based, youth-centred movement which encourages young people, aged 11 -18 years, to be resilient and confident in their beliefs and identity, able to build meaningful friendships with people who are different from themselves, able to honestly and respectfully discuss beliefs and challenging issues and to be committed to living well with their neighbours. We bring young people from different faiths, ethnicities and backgrounds together through 'encounters': events where young people meet, have fun, have dialogue and eat together.

We work in schools, colleges and in communities across the West Midlands and have hubs in London and Luton.

The Feast is all about...

- **Talking faith:** young people are encouraged and equipped to discuss their faith or beliefs in ways which explore both their similarities and differences. In doing this they become more confident in their identity and more resilient as they learn to live well with difference
- **Making friends:** by bringing together young people in a positive and fun environment we provide opportunities for them to get to know one another, work together on projects and build friendships based on trust and respect.
- **Changing lives:** having been to events run by The Feast, young people are challenged and encouraged to live out the lessons they have learnt of friendship, understanding and peace-making in their everyday.

National Structure

Founded in Birmingham in 2009 by a group of Christians, The Feast is currently run by the Senior Leadership Team consisting of the National Director, the National Administrator and local Development Managers from Luton and Tower Hamlets and West Midlands, as well as the chair of Trustees.

The Feast's National Office is located in Birmingham, from where The Feast supports work in three locations around the UK – Birmingham, Luton and Tower Hamlets.

In each of the locations we work in, we have established Feast Local Advisory Groups (FLAGs) as devolved agents of our Board of Trustees, with the responsibility to set direction, raise capacity and support staff in their local community.

We are committed to building a diverse staff team.

The Feast is a Living Wage Employer.

Job Description

Summary

To lead a team of youth workers and volunteers who work with community and school groups, introducing The Feast to young people and running youth encounters, where young people of different faiths come together to have fun, talk about faith and identity and become friends, as well as delivering The Feast programmes in schools.

Job Title:	West Midlands Development Manager
Salary:	Starting salary £26,000 (depending on experience) rising to £28,000
Pension:	6% employer pension upon completion of the probationary period
Location:	Birmingham
Reports to:	National Director
Hours:	Full time (37.5 hours per week). 25 days annual leave, 2 days for religious observance plus bank holidays
Contract:	Contract subject to a six month probationary period. <i>This appointment is subject to an enhanced DBS check.</i> <i>The post requires flexibility, with some evening and weekend work.</i>

Job Purpose

- **Lead and line manage** the West Midlands team of youth workers and volunteers.
- **Plan and deliver The Feast programmes in schools** – deliver assemblies, lessons, workshops and enrichment days.
- **Plan and deliver quality youth events** – deliver youth sessions in youth groups and clubs and run encounter events where young people meet peers of another faith or culture, have a lot of fun and build friendships.
- **Develop and manage a volunteer network to deliver youth events** – meet with, inspire, train and empower volunteers to plan, promote and lead youth events.
- **Raise capacity** – work closely with the National Director to set local strategies, show leadership, promote The Feast, raise funds and nurture partnerships.
- **Build and strengthen local connections** – network, form trusting relationships with local faith groups, schools and community groups, and their young people, helping them to grapple with and participate in loving and befriending their neighbours.

Key Tasks

Specific duties and responsibilities include, but are not confined to the following:

Raising capacity

- Work together with The Feast Local Advisory Group (FLAG) to develop strategies and plans for The Feast in your area, and be responsible for ensuring goals are met.
- With support from your FLAG, plan and run local fundraising and awareness-raising events including an annual fundraising dinner.
- In partnership with the national office, identify and write local grant applications for funding.
- Take responsibility for ensuring regular external communications and social media for The Feast in and for your area.

Building and strengthening local connections

- Form relationships with local faith groups, schools and community groups, and nurture working relationships with these organisations.
- Speak in local faith and community groups about The Feast and our work.
- Visit youth groups and run sessions to enthuse leaders and young people to engage well with their neighbours. Invite them to participate in youth encounter activities.
- Through relationships with local schools, lead or take part in lessons, assemblies, lunch time and afterschool activities in line with your objectives.
- Organise and/or attend training and networking events for those working with young people where expertise is shared, partnerships are strengthened and community is built.
- Identify and pursue new relationships and opportunities to meet your goals.

Planning and delivering quality youth events

- Ensure regular youth events for The Feast are running in your area
- Plan and oversee The Feast's Holiday Programmes
- Plan and run fun activities that bring young people of different faiths and backgrounds together and create a safe space for dialogue
- Partner with other organisations and be creative and innovative in bringing young people together and getting them talking about their faith.
- Share good practice with other staff and learn from their experiences.

Developing and managing a volunteer network to deliver youth events

- Recruit volunteers to help develop and expand the work.
- Develop a network among the volunteers where they meet regularly and feed into future plans and activities of the work in your area.
- Train youth work volunteers to deliver youth encounter events and residential activities that bring together young people of different faiths and cultures.
- Manage volunteers according to The Feast's policies and processes.

Reporting and administration

- Monitor and evaluate the outcomes of your activities and provide regular and timely reports to your line manager and FLAG.
- Work with your FLAG to ensure that funds are used wisely and are properly accounted for.
- Work to clear objectives which will be regularly reviewed with your line manager.
- Keep national databases and records up-to-date.
- Create promotional materials for Feast events in your local area.

This Job Description should be seen as enabling rather than restrictive and will be subject to regular review. Given The Feast's evolving needs, flexibility among staff is very important.

Management Structure

- The worker will report to the National Director.
- The worker will meet with the National Director on a regular basis.
- The worker will receive training, support and guidance from the National Director, The Feast Local Advisory Group and existing Development Managers for support and ideas.
- There are fortnightly national team meetings that you will be expected to attend along with an annual National Gathering.

Person Specification

Attributes	Essential	Desirable	How Identified
Education/ Training	<ul style="list-style-type: none"> • Training in youth work, education, community work, or a related field • Keen to attend relevant training 	<ul style="list-style-type: none"> • Teaching qualification • Youth work qualification 	Application
Experience	<ul style="list-style-type: none"> • Minimum of 4 years' experience working with diverse secondary-age young people • Schools-work experience • Building and maintaining networks and partnerships • Planning and delivering innovative youth work sessions • Working with volunteers • Managing a project from initiation of the idea to completion • Working with faith and community organisations, particularly Muslim, Sikh or Hindu organisations • Creating a safe environment for young people • Event organisation 	<ul style="list-style-type: none"> • Experience of working in a multi-faith environment • Leading a team • Managing volunteers • Managing a budget • Social media and writing blog posts • Fundraising experience 	Application, Interview & Task
Skills	<ul style="list-style-type: none"> • Able to manage own workload plan, prioritise, deliver and evaluate work to meet deadlines • Proficient in IT (particularly MS Office) and database record keeping • Good written and verbal communication 	<ul style="list-style-type: none"> • Full UK driving license 	Application & Interview
Knowledge	<ul style="list-style-type: none"> • In-depth understanding of safeguarding principles and practices • Awareness of the needs of, and issues affecting young people • Understanding of the importance of faith in the identity of many young people • Understanding of issues in multi-cultural and multi-racial areas 	<ul style="list-style-type: none"> • Understanding of the broad range of intra-faith and inter-faith theology and practice • Experience of fundraising. 	Application, references & Interview
Attitude	<ul style="list-style-type: none"> • Enthusiastic yet sensitive to the needs of others • Keen to enable others • Enjoy working collaboratively • Able to work flexibly to suit the needs of the work • Professional at all times • Ability to motivate and empower people to get involved with your work • Enjoy working in a diverse environment 	<ul style="list-style-type: none"> • Active member of a local faith community 	Interview