



Job title:	Director of Operations (ref 24/2017)
Employer:	Youth Ministry Trust Company Limited by Guarantee Number 07937704, Registered Charity Number 1146158
Location:	Emmaus Youth Village, Pemberton Road, Allensford, Consett, Co. Durham DH8 9BA
Hours of work:	30 hours per week
Working Pattern:	Variable, including evenings and weekends
Salary:	£35,000 plus pension
Contract:	Fixed term contract – 2 years
Reporting to:	Company Secretary
Start Date:	As soon as possible

Job Description

To lead the delivery and development of all aspects of the ethos, policies, business plan and budget agreed by the Board of the Youth Ministry Trust. The Director of Operations will act as a strategic management focus across all aspects of the company's activities and provide a conduit for views throughout the organisation.

Main Duties

- Responsible for the day-to-day running of the Youth Ministry Trust company;
- Responsible for promoting the ethos of the Youth Ministry Trust and empowering the team of staff and volunteers;
- Ensure the Youth Ministry Team receives full service and support to enable it to maximise its potential;
- Support the development of the Offer we make to young people in the Diocese;
- Lead the development and delivery of the business plan and budget as agreed annually by the Board;
- Maintain and enhance links with key stakeholders across the Diocese such as schools, partnerships, associations, etc;
- Advise the Board on the development of policies and to lead on their implementation;
- Responsible for the development of self, staff and volunteers;
- Lead on seeking additional sources of donation through a fundraising strategy;
- Work with colleagues in the Diocese to deliver a co-ordinated approach so as to maximise the use of the Emmaus Village asset by attracting additional users both from within the Diocese and elsewhere;
- To be the Board's advisor in terms of compliance with regulations, risk, sufficiency of resources and maintenance of reputation.

Personal Specification

Essential Criteria

- A practicing and committed Catholic;
- Graduate and/or recognised management qualification or equivalent experience;
- Aware of evolving good practice in Catholic youth ministry activities;
- Aware of evolving good practice in the development and accreditation of staff and volunteers;
- Experienced in legislation pertinent to the role of being YMT's head of paid staff and principal advisor to the Board and in particular, the application of laws relating to employment, immigration, charitable companies, hospitality services and public events;
- Recent proven experience in:
 - Budget setting and management;
 - Team management;
 - Pastoral and supportive care;
 - Understanding the needs and aspirations of young people.
- Extensive knowledge of education and the Catholic curriculum;
- Knowledge of Catholic schools and other education providers;
- Strong interpersonal and influencing skills, with experience of managing conflict and change;
- Excellent organisational and IT skills;
- Strong oral and written communication skills, including giving presentations and facilitating meetings;
- Committed to continuing personal and professional development for self, staff and volunteers;
- Driving Licence and access to a car and willingness to travel throughout the Diocese and wider when required;
- Willingness to work flexible hours including evenings and weekends.

Desirable Criteria

- Experience of Ministry in a church setting;
- Experience of working with volunteers;
- Experience of working in a church or charity setting.

This role is subject to an Enhanced DBS check.

General

- YMT has a seven day operational week: working hours will be equivalent to 30 per week and can include weekend and evening working;
- Six month probationary period.

Remuneration

- Matched pension scheme – 7.5%;
- 27 days holiday per annum including bank holidays.

For further information on the work of the Youth Ministry Trust please visit www.ymt.org