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## Job Description: Director of Hungerford Youth and Community

The Hungerford Youth and Community Centre is a vibrant and welcoming place, providing a bright and practical space for volunteer groups to use for their activities. We're looking for a positive, capable and responsible person to run the Hungerford Youth and Community Centre (HYCC) with the help and support of a proactive Board of Trustees.

22 hours (2.5 days) per week with a salary of £24,700p.a. pro rata. Term time only arrangement is available. Reasonable flexibility of working hours will be expected to include some meetings and appointments as the need arises. The position is part-time permanent.

Duties consist of:

- To work with the Youth Worker and Trustees to create and a warm, welcoming and positive environment for young people.
- Keep abreast of developments in the youth sector.
- Acting as line manager for Youth Support Worker.
- Designing and implementing funding strategy for HYCC.
- Writing funding applications and reports.
- Reviewing and implementing Health and Safety at HYCC.
- Managing bookings and invoicing.
- Managing maintenance and cleaning at HYCC.
- Creating a marketing plan which includes attending events and keeping website and social media accounts updated.
- Implementing decisions made by the Board of Trustees.
- Reporting to the Board and ensuring that its Trustees are informed of relevant issues.
- Taking and writing minutes of Board Meetings.
- Keeping a timesheet of hours worked.

The applicant must have good reading and writing skills, be keyboard competent, have basic knowledge of Microsoft Word and Excel and be able to deal with basic book-keeping. They will need strong organisational skills and be able to prioritise tasks efficiently. We are looking for someone who feels invested in the community of Hungerford, someone who wants to do a great job and is ambitious for HYCC. Energetic, capable, creative – a competent doer. We'd love to hear from someone who has transferrable skills and experience, good communication skills, is a great administrator and willing to try new things. The ideal candidate will have experience of charity or youth work, have a positive, can-do attitude and be good at working independently and as part of a team.

The Director of HYCC will be accountable to the board of Trustees – their line manager will be the Chair of Trustees – they will be expected to submit weekly progress reports.

At all times, the Director of HYCC will be accountable to HYCC's beneficiaries – a variety of stakeholders including members of the community.