**The Bytes Project**

**Role Description**

**Job Title:** Director

**Responsible to:** Board of Trustees

**Location:** Bytes Head Office, Belfast

**Purpose:**

To provide effective and dynamic leadership and management for the Bytes Project to fulfil its mission of using creative ICT to engage and inspire the most socially excluded young people to realise their full potential and progress into education, training and employment.

**Key Tasks**

1. **Board of Trustees:**
* Work with the Chair to ensure that the Board formulate and regularly review the organisation's mission and strategic plan and ensure it is able to monitor annual plans and targets.
* Work with the Chair to ensure that the Board receives appropriate advice and information on all relevant matters and enable it to fulfil its governance responsibilities.
* Ensure appropriate presentation and reporting to the Board on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.
* Develop policy proposals for Board discussion and decision.
* Support the Chair in ensuring the continued engagement/involvement of all members of the Board.
* As appropriate, monitor and advise on the composition of the Board, its committees and the process of Board recruitment, self-assessment and development.
* Ensure an annual calendar of meetings of the Board and its principal sub-committees is in place.
1. **Leading and managing the organisation:**
* Articulate a compelling vision of improving outcomes for young people not in education, employment or training.
* Lead strategic thinking and planning to shape the future for the organisation, set direction and ensure a drive for results.
* Ensure that a long term strategy is in place to guide the organisation in achieving its mission.
* Be responsible for staff leadership, management and administration of the organisation in the execution of the Board’s policies.
* Ensure that quality programmes are researched, developed, funded, implemented and systematically evaluated in response to the needs of socially excluded young people.
* Ensure work is planned and managed effectively to achieve the organisation's aims and objectives.
* Ensure the expectations and views of young people and other stakeholders are regularly assessed and there is a continuous review of the external environment.
* Develop a good understanding of the political climate and the long-term underlying issues in the environment in which the organisation operates and regularly seek a diverse range of viewpoints.
* Role model and promote the importance and benefits of quality standards to ensure the organisation aims for best practice and continually improves performance.
* Promote and manage innovation, creativity, experimentation and change.
* Ensure the organisation discharges its constitutional and legal obligations including compliance with charity legislation (the NI Charity Commission), Health & Safety and Child Protection.
1. **Positive Relationships and Communication:**
* Develop and support positive and productive relationships with and between members of staff.
* Create a positive climate of co-operation, professional respect and mutual support in the organisation in which conflict is identified and managed effectively.
* Ensure appropriate information management and communication systems are effectively developed and maintained which support organisational strategy.
* Ensure the highest standards of staff conduct and propriety including transparency and confidentiality.
1. **Resources:**
* Ensure the organisation has an income generation and financial sustainability strategy to increase and diversify income generation streams.
* To submit funding applications and tenders to a diverse range of local, national, European and international funders.
* To research and develop innovative social enterprise opportunities.
* Ensure that the organisation has the resources (human, material and financial) to operate as effectively as possible.
* Plan and negotiate budgets and the use of financial resources efficiently and innovatively to achieve the organisation's aims.
* Ensure the effective management and security of the organisation’s assets.
* Be responsible to the Board for the overall financial health of the organisation ensuring that expenditure is controlled in line with budgets as approved by the Board.
* Ensure the organisation has appropriate financial planning, control and reporting systems that adhere to best practice and legislation and which are effectively implemented and regularly reviewed.

1. **Human Resources:**
* Ensure the leadership and management requirements of the organisation, trustees, managers and the management team are identified and understood and regularly and effectively addressed.
* Ensure the organisation has the appropriate policies and procedures in place to promote effective leadership and people management.
* Provide leadership to the staff and volunteer team, keep under review and appraise the work of staff reporting directly to the Director.
* Ensure that all trustees, staff and volunteers are effectively inducted.
* Promote the empowerment and continuous professional development of staff and volunteers.
* Ensure that all training is effectively evaluated and contributes to organisational learning and performance.
* Promote a high performance culture, including setting targets and providing constructive feedback to improve performance.
* Ensure effective staff recruitment and ensure the organisation complies with the law and good practice on recruitment and selection.
* Discipline, dismiss or re-deploy staff, when appropriate, and hear grievances and appeals against disciplinary action in accordance with agreed policy and procedures.
1. **Promotion of the organisation**
* Represent the organisation effectively at a strategic level (including negotiating contracts and organisational legal matters).
* Ensure the organisation, at all levels, develops and sustains effective collaborative working and appropriate long-term strategic relationships with other bodies in all relevant sectors.
* Promote the work of the Bytes and lobby policy makers on the needs of socially excluded young people.
* Develop effective relationships with the media and act as the organisation’s spokesperson to the media.
* Maintain effective networks with all principal supporters, funders and stakeholders and Ensure the organisation is presented in an appropriate and professional manner to its stakeholders.
	+ - Represent the Bytes Project on relevant partnerships.
* Seek opportunities to develop and promote the role of the organisation.

**7. Other**

* To carry out other duties required by the Board, as are consistent with responsibilities of the role.

**ESSENTIAL CRITERIA**

**Education and Experience:**

1. A degree level qualification in youth work, ICT or business.
2. A third level qualification in business/management.
3. Experience of working at senior management level in a regional organisation.
4. Experience of responsibility for managing a budget of over £500,000.
5. Experience of managing a team of staff.
6. Demonstrable success in funding and tender bids.
7. Proven track record of developing innovative social programmes in response to social need.
8. Experience of developing effective and collaborative working relationships with partner organisations.

**Skills, Abilities and Attributes:**

1. Demonstrable entrepreneurial and business development skills.
2. Excellent written and oral communication skills and presentation skills.
3. An ability to prioritise work strategically and to meet deadlines.
4. An ability to work with different people at all levels.
5. Initiative and ability to innovate and develop new ideas.
6. Demonstrable commitment to ethical, person centred leadership and youth work values.
7. Demonstrable commitment to addressing the needs of the most socially excluded young people, not in education, training or employment.
8. Awareness of the key policy context for Bytes including youth work, NEETs, STEM, community relations, volunteering, social development, training, education and charity governance legislation.
9. Excellent interpersonal, conflict resolution and people management skills.
10. Excellent finance and administration skills including budgeting, financial control and report writing.
11. Current, clean, driving licence with access to own vehicle.

**DESIRABLE CRITERIA**

1. MBA
2. A minimum of five years experience working in a youth work/training/education environment.
3. Experience of creative ICT in a training or youth work context.
4. Experience of developing a social enterprise or a social economy business.
5. Experience of lobbying policy makers on issue affecting young people and vulnerable adults

**EMPLOYMENT TERMS/CONDITIONS**

The position is permanent (subject to funding).

Detail of Terms and Conditions are in the Staff Handbook.

The employee will undergo a six-month probationary period and the Chair of the Board of Trustees will carry out a Performance Review at 12 months.

**HOURS OF WORK**

The working week is 37.5 hours. The applicant will be flexible in their working hours, which may include evening, weekend and residential work.

**HOLIDAYS**

25 days annual leave and 11 statutory days, to apply during any 52-week period of employment. Holidays will be taken by arrangement with the Chair.

**SALARY** - **NJC scale PO5 points 44-47 (£39,177 - £41,967 per annum)**