



Role: Youth Association Manager

Hours: Up to full-time (37.5 hours), including evenings and occasional weekends where necessary.

Salary: £36,400 - £ 38,948 Pro-Rata

Contract Term: Permanent

Annual Leave: 25 days pro-rata plus public holidays, rising by 1 day per year up to a maximum of 30 days

Based at: Forest Voluntary Action Forum (FVAF) in Cinderford, with travel throughout the district required.

Responsible to: CEO

About Us

Forest Voluntary Action Forum is a support and development agency for voluntary activity and community action in the Forest of Dean. We provide assistance to many of the hundreds of voluntary and community groups in the district who in turn are better able to deliver their work in the local community. Much of our support is in the form of advice, guidance and information as well as advocacy and support for volunteering. As well as this 'core work', we run a number of projects with and for the benefit of local communities.

We strongly believe that through community-led approaches we enable citizens to develop the skills, resiliency and social capital to live more cohesively with one another, the result of which leads to greater empowerment both individually and collectively in meeting health, well-being and social needs.



In 2019, in response to numerous challenges facing the youth sector in the district, we, in partnership with many voluntary youth groups from across the Forest of Dean, came together to create the Forest of Dean Youth Association. The Youth Association has since developed into the umbrella body for youth and community activity in the Forest of Dean, supporting local groups to establish, connect, and improve youth provision and engagement in their area. This includes hosting regular forums where youth groups can share best practice and community assets, as well as working together to bring more resources and recognition to the area. We believe that the trust, relationships, and expertise held by citizens and existing local provision in the Forest of Dean provides the strong foundations for a fantastic youth and community service.

In June 2024 we, as part of the Gloucestershire Gateway Partnership, were awarded the universal youth support services contract for the Forest of Dean and Gloucester. Our role is to facilitate the best possible provision for children and young people within the Forest of Dean. This will be achieved through direct support to existing youth providers, facilitating forums and other means of engagement, as well as the distribution of resources to those with the ideas and energy to drive change in their communities.

The Role

FVAF has developed significantly over recent years and our Youth Association Project has grown considerably as a result. The demand for high quality community provision continues to grow and we aspire to build the capacity within communities to rise to the challenge.

To be a successful group these days, you often need significant infrastructure, financial and fundraising expertise, volunteers, access to up to date training, in depth knowledge of current policies, procedures and best practice and strong links to statutory services. The Forest of Dean Youth Association takes care of all of this to ensure our groups and citizens can get on with what they're brilliant at - providing fantastic youth provision in their communities.

The postholder will manage the Youth Association Team and oversee the delivery of the universal youth support services contract in the Forest of Dean. This will include working closely with strategic partners and stakeholders to support valuable youth and community initiatives throughout the district. They will be an integral part of the FVAF Senior Management Team and provide strategic insight to the development of the wider organisation.

The Youth Association Manager will provide the knowledge, experience, and connections to assist the development of young people and youth organisations in the Forest of Dean. This will include our network of youth clubs, schools, partners, and youth services. They will proactively identify opportunities for young people and the groups/organisations that support them. This will include brokering relationships between partners, encouraging collaborations, and being alert to funding possibilities.

Through coproduction and asset based community development (ABCD) principles you will develop and deliver programmes with community youth organisations to support the needs of young people and communities. You will also manage, oversee, and support new projects and developments within the Youth Association.

Finally, you will be expected to amplify the voice of young people and the youth and community sector across various platforms and campaign for their representation in decisions which impact on their lives.

We fully recognise that this is a demanding but incredibly rewarding role and are looking for a positive, proactive person, with great people management skills to take the Youth Association to the next level.

Main Tasks

- Lead on the good governance, sustainability, and strategic direction of the Forest Youth Association.
- Effectively manage a team of Youth Workers facilitating youth initiatives across the district.
- Grow local leadership and community capacity with young people and families, including through volunteering, training, and peer networks.
- Develop and demonstrate best practice alongside other staff, volunteers, and community members.
- Oversee the successful delivery of the universal youth support contract throughout the district and assist the Gloucestershire Gateway Partnership in the development of the service.
- Resolutely oversee operational compliance with the fundamentals of risk management, data analysis and frontline delivery planning.
- Support voluntary and community groups with their own development, including with relevant governance, policies, and best practice.
- Be a strong advocate and ally to young people, youth providers and the voluntary sector across a number of influential strategic platforms.
- Develop and maintain networking, training, mentoring and development opportunities.
- Work closely with FVAF's Communications and Fundraising Manager to generate income for the Youth Association and its members.
- Carry out and oversee the monitoring, reporting and evaluation for a variety of youth projects.
- Work with other agencies to encourage their appropriate action and intervention in building stronger communities for the benefit of young people and their communities.
- Continue to identify, support, and utilise community assets where possible.
- Work with local professionals and organisations including public health leads, Early Help Forum, Police, ILP's, Social Prescribers etc. to raise awareness of services and support and signpost into them, where necessary.
- Be a first point of contact for safeguarding concerns within the Youth Association.
- Contribute to the overall aims of the charity, including any necessary data capturing, good news stories and funding applications.
- Promote the profile and ethos of FVAF across the Forest of Dean and beyond.

Job / Person Specification

Forest Voluntary Action Forum considers it to be essential that the post holder has the following skills, knowledge and experience:

Skills

- ✓ The ability to build positive and productive relationships with community organisations, professionals, colleagues, young people and families.
- ✓ Excellent communication skills (both verbal and written) and the ability to communicate and present to a variety of audiences.
- ✓ Strong organisational skills.
- ✓ A positive proactive approach and ability to generate creative and innovative solutions.
- ✓ The ability to inspire and motivate others and earn trust.
- ✓ A proven ability to build strong partnerships and foster collaborative ways of working.
- ✓ A flexible approach to work and commitment to going the extra mile.
- ✓ Confidence in dealing with safeguarding concerns in a proactive manner.
- ✓ A can-do proactive attitude with the ability to respond positively to new situations.
- ✓ Confident user of a wide array of IT software, including databases, and MS Office applications.
- ✓ The ability to lead by example.

Knowledge

- ✓ An existing knowledge of the youth sector and young people in the Forest of Dean.
- ✓ An understanding and knowledge of what is available in the Forest of Dean for young people.
- ✓ An understanding of the barriers that might prevent young people from engaging with their local community and vice versa.
- ✓ Recognition of the flexibility required in such a role and commitment to working weekends and evenings where required.
- ✓ An understanding of commissioning and the opportunities this presents to the VCSE
- ✓ An understanding of the principles of asset-based community development and how to use them.
- ✓ Knowledge of how to manage a team using a person-centred approach.

Experience & Qualifications

- ✓ 2 or more years in a successful leadership or managerial role.
- ✓ 3 or more years working or volunteering with young people and families.
- ✓ Proven success building effective and positive relationships within organisations and with partners and stakeholders in the public, private and voluntary sector.
- ✓ Delivering systems change and innovation resulting in improvements to young people's lives and the wider community, ideally through demonstrating co-production principles.
- ✓ Experience of overseeing the monitoring and evaluation of projects or programmes, articulating learning and applying this to drive change and improvement.
- ✓ A significant track record of applying the principles of asset-based community development and strengths-based practice.

- ✓ Experience of managing a budget.
- ✓ Understanding of the voluntary sector funding climate and experience of writing funding applications.
- ✓ Experience of organising and running events, workshops and activities.
- ✓ A full driver's license with access to vehicle is required.

FVAF are committed to ensuring that significant levels of support and training will be provided to the successful candidate.

All duties must be carried out in compliance with the Forest Voluntary Action Forum Equality and Diversity Policy.

FVAF is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs. FVAF expects all staff and volunteers to share this commitment. For this reason the successful candidate will be subject to robust recruitment and selection processes including an enhanced DBS check and satisfactory references.

How to apply

FVAF will only accept applications for this post using the application form at the following link www.fvaf.org.uk/jobs

A CV may be submitted alongside it, however a CV on its own will not be accepted.

Please send completed application forms and a covering letter detailing why you are the right person for the role to Chris Brown on ceo@fvaf.org.uk

For more information about the role contact Chris Brown on ceo@fvaf.org.uk

Applications will be taken on a rolling basis until the position is filled