

Job Profile

Job Title: Director of International Programmes and Partnerships (maternity cover)

Based at: Y Care International (YCI), London office

Accountable to: Chief Executive

Accountable for: Programme impact and growth with key partner organisations

External relations with key partner organisations (for implementation, funding, research and influencing)

International Programme Department staff team (direct reports include: International Programme Manager; Senior Livelihoods Coordinator; Senior Monitoring, Evaluation & Learning Coordinator; 1x International Programme Coordinator); external consultants

The whole organisation's development as a member of YCI's Senior Management Team (SMT), and Board reporting

Personal responsibility for YCI international development work and results

Job Purpose

Provide leadership for the strategic direction, management and delivery of results through YCI international development programmes for the empowerment of young women and men through decent work. Building effective partnerships with YMCAs and other youth-focused organisations to sustain action, build innovation, and expand opportunities to increase impact and influence, especially in the economic empowerment of disadvantaged young women.

Main Responsibilities

1. Programme impact delivery

- Lead strategic and annual operational plans for international programmes in line with YCI strategy, assuring initiatives align behind 'Y Livelihoods' as an emerging global signature programme of work intended to advance the economic empowerment of disadvantaged young women in urban poverty
- Provide leadership for programme development with existing, new and potential partners, including funding application processes and implementation of partnerships
- Working closely with YCI's International Programme Manager, oversee the design, management and evaluation of YCI programmes and partnerships in the global South with emphasis on programme growth, partnership development and capacity building
- Provide leadership for the development of YCI's programmatic Theory of Change and alignment of programme design and influencing strategies
- Working closely with YCI's CEO, oversee the design and delivery of YCI's advocacy strategy
- Oversee YCI's development of a technical resource hub in youth enterprise and employment programming, including through facilitation of the World Alliance of YMCA's Community of Impact on Youth Employment and creation of technical resources for practitioners (working with the Senior Youth Livelihoods Coordinator).
- Ensure that YCI programmes staff and partners continually develop skills, knowledge and confidence in youth enterprise and employment programming
- Ensure that systems of reporting, monitoring, evaluation and impact assessment are in place and are regularly reviewed and improved, in close collaboration with YCI's Senior Monitoring, Learning and Evaluation Coordinator
- In collaboration with YCI's Director of Finance and Resources, ensure effective monitoring of programme finances (including programme income, expenditure and

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future commitments), financial management controls and reporting are in place and are monitored and reported to the Chief Executive and Board on a regular basis

- Oversee YCI's operational response in emergencies, playing an active role in launching emergency appeals and supporting the relevant desks in managing the resulting funds and programmes

2. Engage with external sources of support

- In close collaboration with the Director of Fundraising, maximise funding opportunities from a range of institutional and non-institutional funding sources, including achieving ambitious targets for income growth
- Communicate with and help engage major donors, supporters, and a wide range of stakeholders, ensuring that learning from programmatic work feeds into communications and influencing strategies
- Working closely with the Senior Youth Livelihoods Coordinator, lead YCI's external engagement in the youth livelihoods sector, building partnerships with relevant organisations/stakeholders, and contributing to collaborative action, influence and profile
- Represent YCI on relevant platforms/networks for influencing, learning and profile-raising, including the DFID-CSO Youth Working Group and engaging with DFID's Youth Team

3. Manage relationships with the YMCA movement and other organisations

- Champion YCI links with YMCAs and other youth-focused organisations and explore scope for innovation and relationships with a wide range of actors
- Leadership of YCI's role in executing the World Alliance of YMCA's Community of Impact on Youth Employment, working closely with the Senior Youth Livelihoods Coordinator
- Maximise YCI's contribution as part of the global YMCA movement in forming mutually beneficial relationships and ensure sharing of information, knowledge and expertise
- Proactively work with the Chief Executive, other senior staff and Trustees to contribute to YMCA movement strengthening

4. Performance management and development of YCI staff

- Manage international programmes staff to achieve operational effectiveness, ensuring that staff are motivated and equipped to perform their roles. This includes overseeing the development of objectives and work plans; providing support and supervision; conducting regular performance reviews; and contributing to individuals' learning and development plans
- Ensure the best use of international programme staff skills and that such staff work flexibly to respond to programme support and development needs
- Ensure effective performance management, including adherence to terms, contracts, YCI's values and Code of Conduct
- Contribute to organisational development and growth, and overall organisational culture

5. General management responsibilities

- Play an active and effective role as member of SMT, attending monthly meetings, providing professional advice and guidance to YCI team members, representing YCI at relevant events, contributing to the future direction of YCI
- Represent international programmes at the YCI Board of Trustees meetings and produce written strategic reports and guidance to inform the Board and relevant sub-committees (the International Programmes Committee)
- Manage risk in line with YCI risk-management framework

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- Support YCI's Designated Safeguarding Lead in the review and strengthening of YCI and partners' safeguarding policies and practices, in line with developing sector standards. Contribute to YCI's effective response and reporting of concerns of a safeguarding nature, including keeping YCI's SMT and Board of Trustees updated
- Represent YCI for the CEO, as required and in his absence

Scope & Limits of Authority

The Director of International Programmes and Partnerships (maternity cover) is required to:

- Be responsible and accountable for the development and management of YCI's international programme and partnership strategy with line management responsibility for relevant staff
- Achieve sustainable, growing and effective international development programme in line with YCI's strategy and overall mission
- Lead the securing of programme funding from a range of institutional and non-institutional funders, in collaboration with the Director of Fundraising
- Maintain relationships of trust with all YCI partners, alliances and supporters within the UK and internationally
- Work with the CEO and SMT to increase YCI's profile, within the international development community and the global YMCA movement

Person Specification

YCI requires a strategic, professional and dynamic manager who can lead by example and communicate with authority, who is able to bring vision and the credibility of having delivered international programmes – ideally within the youth and/or livelihoods sector - and is able to operate in a similar organisational environment with comparable challenges.

Knowledge

- Sound knowledge of international development issues – particularly with reference to youth development and livelihoods
- Strong grasp of programme design, implementation methods for impact, learning and evaluation, policy and communications
- Knowledge of the donor funding environment, regulatory context and charity governance
- Working knowledge of spoken/written French and/or Spanish (desirable)
- Educated to degree level or equivalent

Experience & Skills

- Demonstrable experience, sound strategic thinking and strong analytical skills in developing a successful strategy and delivering international development programmes
- Substantial experience of project management at distance with a strong understanding of the dynamics of partnership working and organisational development
- Proven leadership and line management of a multi-disciplinary team and organisational skills and effective in motivating and developing staff, ideally with experience of working in a small team
- Proven track record of securing institutional, trust and private funding for projects
- Compelling, straightforward communications, verbal, written and numerical, for a variety of audiences
- Ability to relate effectively in a wide range of cultural settings and to develop strong and effective relationships
- Good commercial sense, planning and financial management with sound project and donor management
- Ability to handle a complex workload, work under pressure and meet deadlines
- Competent software user skills.

Personal characteristics

- Confident, open and operates with integrity
- Freshness of approach and energetic, imaginative, positive with sense of direction, insight and creative appetite for meeting challenging targets to inspire others
- Good team player, able to work collaboratively across organisations with flexibility, humour, sensitivity and diplomacy
- Robust health, able to travel to challenging environments
- Understanding and sympathy for YCI mission and values related to promoting the interests of young people and communities.

Person Specification

Terms and Conditions of Employment

Y Care International creates opportunities for disadvantaged young people across the globe to achieve their aspirations by getting into decent work and out of poverty. Inspired by and faithful to our Christian values, we work with people of all faiths and none to build a more just world, free from poverty.

Commitment to Y Care International's 'Safeguarding Children, Young People and Vulnerable Adults Policy' is a requirement of employment. The successful candidate will be required to undertake a DBS check.

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| Position: | Director of Programmes and Partnerships (maternity cover) |
| Location: | London |
| Term: | Fixed-term, 12 months |
| Salary: | £50,000-£55,000 per annum, inclusive of London Weighting |
| Working Hours: | Monday to Friday, between normal office hours 0900 to 1700 |
| Annual Leave: | 27 days per annum in each year commencing 1 April to 31 March (pro-rata, where employment commences during the year). YCI gives additional leave days (three days, normally between Christmas and New Year) |
| Probation Period: | 3 months |
| Notice Period: | 1 week during probation. 12 weeks after completion of probation. |
| Pension Scheme: | Access to stakeholder pension scheme after completion of probation. |
| Life Assurance Scheme: | Available in the event that membership of the Pension Scheme is not taken. Life Assurance Scheme is free of charge. |
| YCI Sickness Pay: | Up to 12 weeks in any rolling year (pro-rata if employment commences during the year). |