



The Boys' Brigade & Girls' Association Support & Development Lead (London)

General information

The Boys' Brigade ("BB")

The BB is a UK wide voluntary sector youth organisation for children and young people with around 680 groups, 6,300 volunteer leaders, and around 17,000 members in England & Wales. We partner with the main denominations of the Christian church to provide a wide variety of fun and educational activities for children and young people, including camps and holidays. More information can be found at www.boys-brigade.org.uk

We are seeking to appoint a Support & Development Lead (based in London) to work with members throughout London and the surrounding area. This new role has been created through a partnership between The Boys' Brigade in England & Wales and The Boys' Brigade in London.

The purpose of the role is to improve the quality of experience for members by supporting groups in delivering a high-quality programme which results in real and sustained growth. The role will focus on communicating with our membership and key stakeholders; assisting with the planning and delivery of training and events; and working directly with existing and newly formed groups to support programmes and recruitment.

The Support & Development Lead may be required to lead services as part of the role and, on occasion, to lead or play a prominent role in acts of worship. It is therefore an occupational requirement that the post holder should be a practicing Christian who must be able to demonstrate empathy and sensitivity to the ecumenical nature of the BB.

This appointment is for three years with a potential to be extended after that initial period subject to performance and funding. The successful candidate will be home based, although it will be a requirement to travel regularly to visit members and other stakeholders. The Support & Development Lead will work with local volunteers and employed staff to support the delivery of the BB's development plan in London and surrounding areas.

Appointment will be subject to two references and the completion of an enhanced DBS check.

Travel

The Support & Development Lead should be a car owner with a clean driving licence. A mileage allowance, currently 45p per mile, will be paid for business use. Expenses will also be paid for travel via public transport for business purposes.

Salary

The salary for this post is up to £25k per annum (dependent on experience) based on a 35-hour week. There is an annual leave entitlement of 25 days leave plus statutory and bank holidays. A flexi-time system is worked, as there will be a considerable need to work evenings and weekends.

Closing Date

Applications to be received by 5pm on 6th September 2019. Applicants to provide CV and covering letter explaining how they meet the qualities outlined in the person specification. **Interviews will be held w/c 23rd September 2019.**

If you would like to have an informal discussion about this post before submitting an application, please contact Natalie Whipday on 01442 288 558.

Interviews will involve a presentation by the candidate.

Only candidates invited for interview will be contacted at this time.



Job Description

Main purpose of role

To support members of The Boys' Brigade and Girls' Association in London and surrounding areas by:

1. **Communicating Effectively** – positively promoting the work of the organisation within London and actively sharing good practice.
2. **Planning & Delivering Events** – assisting in the planning and delivery of high-quality events and activities run by The Boys' Brigade and Girls Association in London.
3. **Supporting Development** – working with leaders in groups and local areas to improve the quality of experience by helping to enhance programmes, train and support leaders and provide access to resources.

Responsible to: Director for England & Wales

Specific key responsibilities

1. Communicating Effectively

- 1.1. To be the primary point of contact for members within London, dealing with general enquiries, etc.
- 1.2. To help raise aspirations within London by releasing “good news” and celebrating the achievements of members.
- 1.3. To manage social media activity within London.
- 1.4. To collate, write and publish a monthly email communication to leaders.
- 1.5. To collate, write and publish a 6 monthly printed newsletter to leaders and key supporters.
- 1.6. To keep our website up to date and ensure it is the primary source for information.
- 1.7. To liaise with and communicating regularly with partners and network organisations.
- 1.8. To meet face to face with leaders including attending and speaking at meetings.

2. Planning & Delivering Events

- 2.1. To work with key volunteers and planning teams to plan and deliver events & activities including our flagship Life 2 the Max event.
- 2.2. To provide administrative support for events and activities including managing bookings, payments and pre/post event duties.

3. Supporting Development

- 3.1. To help support, develop and improve the programmes and experience offered within BB groups in London.
- 3.2. To work with Churches to support the start-up of new groups and support new ways of working.
- 3.3. To help with local recruitment of children and young people by providing access to resources and support.
- 3.4. Assisting with the recruitment, training and support of adult leaders.
- 3.5. Helping to build relationships between groups and local area networks.
- 3.6. To manage the relationship and provide administrative support for our partnership with the Jack Petchey Foundation which provides recognition to young people and supports local groups financially through grants programme.
- 3.7. To develop links within local communities, universities, colleges to create further opportunities to develop our work across London.



Person Specification

Please read through the following list of qualities needed to carry out the role. Shortlisting will be done by comparing the information you have given in your covering letter with the qualities listed below.

Essential Skills & Knowledge:

1. Knowledge & Experience

- Must have at least a year's recent experience of working with young people in an informal setting.
- Must demonstrate a knowledge of and commitment to young people's participation processes.
- Can demonstrate a commitment to the values underpinning Youth and Children's Work.
- Experience and understanding of The Boys' Brigade in order to support volunteers
- Good level of general IT competence
- Passionate about our work with young people and ability to tell BB's story both internally and externally

2. Communication & Influencing Skills

- Must have a proven ability to communicate effectively with groups and individuals from a range of backgrounds
- Can demonstrate the ability to influence people to buy in to an idea or proposal for new projects.
- Should have some experience of working with and supporting volunteers from a range of backgrounds.
- Can demonstrate excellent presentation skills to both groups and individuals in formal and informal settings
- Must have the ability to deliver training
- Must have good verbal and written communication skills
- Must have knowledge of digital communication skills i.e. Facebook, Twitter.
- Proven record of building trusted relationships with internal stakeholders and external partners/service providers

3. Organisational Skills

- Evidence of proven skills in working to deadlines
- Experience of working in collaboration with others (both internal stakeholders and external partners/service providers)
- Must be able to plan, manage and prioritise own workload
- Should be able to identify problems and their solutions and communicate these to others

4. Project Management

- Must have proven experience in creating strategies to meet aims and targets for a project.
- Must be able to plan, manage and co-ordinate own workload
- Must be able to produce accurate and concise reports.
- Familiarity with Microsoft Office packages is required

5. Promoting equality of opportunity

- Should be able to demonstrate a clear understanding of the main areas of disadvantage affecting young people in the UK
- Should be able to demonstrate strategies to maximise access to all groups of young people.

The BB is a Christian organisation and applicants should be in sympathy with the aims and mission statement. An understanding of faith-based youth work and the needs of local churches would be advantageous. The role will involve visiting churches and community groups and access to own transport would be advantageous. For further information about The Boys' Brigade visit our web site at www.boys-brigade.org.uk or for more information about The Boys' Brigade in London visit www.thebbinlondon.org.uk.