

Inspiring young black boys to be future leaders



Thank you for downloading the Application Pack for the role of Chief Executive at Southside Young Leaders Academy. In this pack you will find:

- Information about Southside Young Leaders Academy, our past, our plans, and the way this role fits in to the organisation
- A full job description for the role
- A person Specification for the role.

How to Apply

Please provide a full CV and covering letter, addressing the job description and Person Specification, to the Board Secretary, Chris Davies, at chris@kingsmead.info

Questions

We'd be delighted to have an informal conversation about this role if you are considering applying. Please email chris@kingsmead.info to arrange a time to speak to our Board Secretary, Chris Davies.

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About Southside Young Leaders Academy

We are a youth leadership charity based in Camberwell, South-East London, that exists to develop leadership potential in boys aged 8-16 of African and Afro-Caribbean heritage. We work with boys living in deprived areas and at risk of social exclusion. We focus on working with boys from these backgrounds as part of our community's response to the ongoing problem of gang violence – but also low educational and professional attainment, which limits our boys' exposure to the fullest range of role models and examples for ways in which they could develop their lives.

Southside was founded in 2007, and since our inception we have mentored more than 200 boys, trained 60 parents, and provided our in-school programme to 20 schools.

We are run by a team that combines permanent, sessional and volunteer staff. The permanent team – of which the Chief Executive is one – is made up of four, and we have up to 20 sessional and volunteer staff. Southside is governed by a Trustee Board with seven members – two of whom are founder Trustees – who come from a broad range of backgrounds: they include a QC, management consulting Partners, a government finance professional, third sector professionals, and entrepreneurs.



Our Aims

- To motivate each boy to achieve his own leadership potential
- To broaden each boy's vision and provide him with the fullest opportunities in the wider world
- To support each boy in achieving the highest standards in school
- To build each boy's life and social skills
- To help each boy appreciate the importance of learning
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Our Programme

Southside offers a very broad range of support to our boys. The core of the offer is a Saturday morning leadership academy, but this is supplemented by targeted after-school activities that range from educational support that supplements what the boys receive in school, to stretch activities for the most able (such as a coding club). For older boys, we provide access to the Duke of Edinburgh Award scheme. We run holiday programmes during school holidays, including a one-week residential during the Summer Holiday, which the Chief Executive may attend (together with our Leadership Instructor team). In recent years, this residential has been held at the UK Sailing Academy on the Isle of Wight.



We are proud to partner with the Springboard Bursary Foundation: where boys are identified as likely to benefit from participation, we are therefore able to offer access to independent school bursaries. We currently support several boys through this programme, and the Chief Executive supports our Education Coordinator in supporting these boys in particular.

As well as supporting boys, we also work with their parents through a Parents' Programme. This work has two elements: focused support for parents in helping their sons to develop, and more general support for parents around parenting and personal development.

Plans for the Future

Southside is currently working to a 2015-2020 Strategic Plan. Under this, we are working towards regular, ongoing support for 60 boys across our full target age range, with additional offerings allowing this number to grow further. We are making excellent progress on this, and anticipate going into the period after 2020 with plans for further growth. We are working towards extending the range of services that we provide to our boys, to include fuller counseling and mentoring support, and strengthening our links with employers, to provide even greater help to our older boys as they anticipate leaving school. Finally, as the needs of our community adapt, we are considering how best to tailor what we offer, and to whom, to make sure we have the biggest impact on the lives of young people in south London.

Role of the Chief Executive at SYLA

The Chief Executive is the leader of the SYLA team, with responsibility across all elements of our operations. Our permanent team has clear responsibilities within the overall programme, and it is the Chief Executive's role to ensure they are supported in carrying out those responsibilities. We encourage a coaching and mentoring style of leadership as much as possible, so that staff feel ownership of their roles, but are also appropriately supported in delivering their work.

Alongside the programme, the Chief Executive is also responsible for ensuring SYLA's effective operation and long-term viability. Financial management is focused on budget setting and management, supported by a contracted-in accounting service. Fundraising is a key responsibility, where the Chief Executive is supported by our Trustees and fundraising consultants. The Chief Executive is responsible for ensuring that corporate performance is managed actively, and that we account properly to our stakeholders in line with funding arrangements. Finally, the Chief Executive manages our key stakeholder relationships, including with funders and sponsors, local government, and key delivery partners.

Our current Chief Executive has been with us for seven years – first as a leadership instructor, and for the last five years as Chief Executive. He has led the organisation through a strong period of growth – in the depth of support we offer for our boys, and in the number that we work with. He has done this by building a strong team, dedicated to making young people's lives better. He is leaving us to explore new opportunities: we look forward to a new Chief Executive joining us to lead us through this next, exciting, period in our development.



Job Description

Job title: Chief Executive

Responsible to: Chair of Trustees

Working relationships: Leadership programme manager, Leadership Instructors, Education Co-ordinator, Finance officer, School and family liaison officer, Tutors and Volunteers.

Purpose of role: To lead SYLA in line with the organisation's strategy.

Duties:

General

- To lead and manage Southside Young Leaders' Academy.
- To manage delivery of SYLA's Strategy and ensure it is continually the central driver of the Academy's activities.
- To develop a distinct identity and image for the Academy
- To expand and develop the organisation through an increase in existing income streams, and, working closely with the Trustees, to tap new resources and develop new methods of fundraising.
- Ensure that all activities comply with child protection legislation and policy.

Strategic Development/Management:

- Support the Trustees in developing SYLA's Strategy and Business Plans
- Keep the Strategy under review and ensure it is supported by both staff and Trustees.
- Ensure that the Strategy and Business Plans will fulfill and deliver the aims and objectives of SYLA, liaising with and involving other staff in the process.
- In partnership with the Trustees, raise the profile of Southside Young Leaders' Academy, using influence at the highest level of the political and social agenda.
- Establish and support the development role of the Board of Trustees and assist in the recruitment of new Trustees who will contribute to the development of the Academy's long term aims.

Develop Specialist Knowledge and Expertise:

- Develop and maintain knowledge of the issues surrounding equal opportunities, in particular current social and educational issues affecting black children, with the support of the other staff and the Trustees Board.
- Develop and maintain relationships with external agencies/partnerships within these fields.
- Determine the future trends of the sector and make recommendations to the Board of Trustees on the most appropriate development for the Academy's programme to achieve the greatest benefits for its clients.
- In partnership with the Board, represent and promote Southside Young Leaders' Academy at national and international level.

Personnel:

- Line management of three permanent members of staff (Programme Manager/Senior Leadership Instructor; Education Co-ordinator; Parent and Liaison Officer), and responsibility for managing contractor staff as

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necessary. This includes active performance management (including conducting appraisals in line with SYLA's policies).

- Work with each member of staff to develop work plans and personal development plans, and support their implementation
- Ensure an effective HR support function for Southside staff and review the ongoing need for this support.
- Ensure that staff resources are used effectively and as efficiently as possible, aiming for maximum levels of service provision e.g. through the provision of suitable training courses to aid continuing staff development.

Financial Management:

- Manage the annual budget process and monthly reviews highlighting any over/under spend.
- Ensure appropriate financial reports and audit trails are maintained on spending of funds and provide financial reports to Funders/Trustee Board.
- To arrange an annual audit of the charity's accounts

Fundraising:

- Develop and drive fundraising programmes to ensure sufficient funds are raised each year, as per business planning, in conjunction with the Board of Trustees.
- Manage relationships with key funders.
- Build relationships with new potential funders and partners.

Information Management:

- Report to the Trustees timely and accurate management information, to reflect service delivery and other achievements of the programme e.g. through an Annual Report,
- Ensure accurate records and statistics are maintained on boys' progress and achievements,
- Provide regular reports to sponsors/funders,
- Establish and maintain links with the media, commission press releases and articles for publication,

Conditions of service: You will be on the company PAYE scheme.

Salary/pay scale: £TBD per annum, plus pension

Location: Southside Young Leaders Academy is based at the Walworth Methodist Church, 54 Camberwell Road, London, SE5 0EW (note that Southside Young Leaders Academy is not affiliated to the Church, and is a non-religious organisation)

Travel within the vicinity to attend meetings will be required.

Hours of work: Monday – Thurs 9.00 – 5.00 and Saturday 9:00-12:00. Approximately 35 hours per week. You may need to start and finish earlier at various points to support the effective running of the programme.

Leave: 25 days plus public holidays

Notice period: 3 Months

Probationary period: 6 months during which period the post holder will be required to submit work plans and indicate how these will be implemented.



Person Specification

Personal qualities required: The job requires an interest in, and good knowledge of, issues faced by black and mixed race families. You will need awareness and understanding of, or a willingness to take training in, the potential risks that might affect this client group.

Essential qualities and experience:

- A strong commitment to the overall aims and objectives of Southside Young Leaders' Academy
- Minimum of three years' experience in a leadership role
- Financial management skills and proficiency with an accountancy package
- Knowledge of the educational and social issues affecting the development of black children and their achievement
- Experience of people management with proven ability to build teams and motivate individuals, including working with volunteers
- Experience of, and success in, obtaining corporate and foundation monetary support
- Ability to establish strong relationships with a wide range of stakeholders and audiences, including government, funding agencies, partners and voluntary groups
- Methodical and well-organised with the ability to prioritise and delegate
- Strong analytical and project evaluation skills
- Proven strength in business planning and marketing/PR
- Demonstrable achievement against targets in the area of institutional trusts and foundations
- Demonstrable ability to implement equality of opportunity
- An interest in education and young people's issues
- Willingness to be involved in the wider life of the organisation
- Ability to work well under pressure and meet close deadlines

Desirable qualities and experience:

- Experience of working at senior level in the charity sector.
- An understanding of charity sector requirements and how it differs from the commercial sector
- Experience of leading fundraising activities
- A valid driving license and access to a car