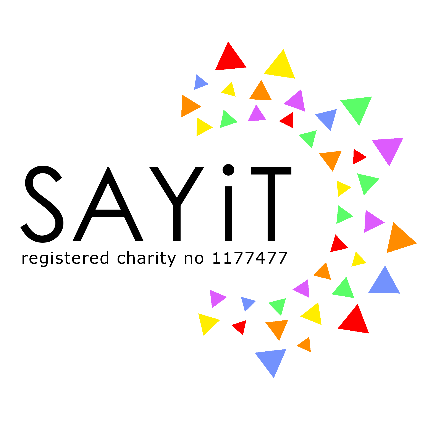
**Category –** Charity Manager

**Organisation** – SAYiT, Sheffield

**About the Role -**

We are seeking a confident and organised charity manager to join our growing team. The charity manager is a key member of our senior leadership team and crucial to maintaining our high standards of youth work delivery, as well as supporting the staff who work with young people.

**Duties & Responsibilities -**

Leadership & Management

Managing the youth work team and delivery  
Hold regular supervisions, appraisals and line manage staff  
Plan and develop ideas for growth  
Identifying recruitment needs

Reporting, Funding & Budgets

Identifying new funding opportunities and completing funding bids  
Submitting monitoring and progress reports using qualitative and quantitative data  
Having an overview of project budgets and finance   
Ensuring contractual targets are met

Safeguarding

Ensure safeguarding procedures are followed and reported

Community & Partnerships

Maintaining partnerships with stakeholders and other organisations around the city  
Attending meetings on behalf of the charity  
Representing the charity at events

Skills, Competencies & Experience

Leadership & strategic thinking skills

LGBTQ+ & cultural awareness  
Youth work / young people settings

Please see Job Description & Personal Specification in application pack for more information…

**Type of contract** – 12 months fixed term, subject to funding

**Hours** – 22.5 fixed hours (in first instance)

**Location** – Sheffield city centre office

**Salary** – £34,807 FTE

**Benefits** – 7% Employer pension contribution, flexible work pattern, cycle to work & tech scheme

**How to apply** – To apply for this post please visit: [www.sayit.org.uk](http://www.sayit.org.uk) - complete and return items 4, 5 and 6 to [info@sayit.org.uk](mailto:info@sayit.org.uk).

**Closing date for applications** – Tuesday 30th July

**Proposed interview dates** – 8th/9th August