

## **Base 51 Job Description**

**Title of Post:** **Base 51 Deputy Chief Executive**

**Responsible to:** **Base 51 Chief Executive**

**Hours:** 37 hours to fit in with centre opening (including Bank Holidays, evenings and weekends as required) and work requirements.

**Job Purpose:** To be directly responsible for:

- Base 51 Administration
- NGY Building Facilities
- Oversight of service delivery; Youth services and Counselling

To work with the Chief Executive on:

- Funding
- Contract Management of services
- Quality Assurance
- Efficiencies

To hold oversight of Base 51 services including NGYmyplace  
To deputise for the Chief Executive as appropriate

### **Main Responsibilities:**

- 1 To deputise for the Chief Executive as required
- 2 To manage budgets for services and work with the Chief Executive on financial planning
- 3 To work with the Chief Executive on day to day financial management
- 4 Operational oversight of service delivery and line management of service managers
- 5 To be responsible for the Admin function of Base 51, working closely with the Office Manager
- 6 To provide leadership to the Senior Management Team
- 7 To be a Designated Safeguarding Lead for the organisation
- 8 To support the Chief Executive in preparing, developing and writing funding bids and tenders

- 9 To be responsible for income generated through:
  - a. Training
  - b. Room hire
  - c. Office space hire
  - d. Partners Contributions
- 10 To be responsible for contract and maintenance agreements ensuring efficiencies and best value
- 11 To be responsible for building maintenance and servicing
- 12 With the Chief Executive be responsible for the management of health and safety of Base 51
- 13 To be responsible for collating and producing monitoring and evaluation reports as required by funders, Chief Executive and Base 51 Board
- 14 To hold line management responsibility as required
- 15 With the Chief Executive ensure all services are quality assured against best practice guidance.

## **General Responsibilities:**

### **1 Management Core Tasks**

- a. To be responsible for the line management of paid and unpaid workers and volunteers within the department area
- b. To provide induction, supervision and appraisals for paid and unpaid workers as required
- c. To ensure the safeguarding of young people and children is paramount for all staff (paid and voluntary) and that they act accordingly within Base 51 Policy and Procedures
- d. To attend and participate in regular management meetings/centre meetings/Board meetings as appropriate
- e. To undertake ongoing monitoring of services, in accordance with Base 51 requirements and relevant funding bodies
- f. With the management team, ensure services are coordinated and delivered according to service action plans
- g. To develop facilities according to need or demand

- h. To provide facilities in accordance to the requirements of the funders
- i. To develop and maintain working partnerships with partner agencies, contractors and suppliers
- j. To represent Base 51 externally
- k. To be a key holder

### **3 Communication**

- a. Be confident and able to communicate with staff, volunteers and Board Members ensuring clarity of information.
- b. Be able to communicate effectively with Partners, Funders and external agencies
- c. Ability to communicate with young people

### **5. Sharing Information**

- a. Ensure the maintenance, at all levels, of confidentiality in relation to agreed organisational policy

### **7 Organisational Responsibilities**

- a To support the Chief Executive and Board in ensuring that Base 51 operates smoothly and develops in line with the changing needs of young people and the requirements of funders and partners
- b To assist in the formulation and ongoing review of Base 51 policies and working protocols
- c To work jointly with other staff to provide services which are accessible to all young people
- d In all aspects of work, tasks will be carried out in a way that reflects the ethos of the organisation which is committed to diversity and equality of opportunity
- e To organise, plan, prioritise and evaluate your work in negotiation with your Line Manager
- f To attend team meetings, centre meetings, young people's meetings and Board meetings
- g To attend regular supervisory sessions, to be contractually arranged
- h To promote Base 51 to visitors to the centre, external agencies, funders and partners.
- i To attend meetings as a representative of Base 51 as required
- j To comply with all Base 51 policies and procedures

**Deputy Chief Executive**  
**PERSON SPECIFICATION**

AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT			
		P	A	T	I
<b>Knowledge</b>	A current understanding of the issues affecting young people in Nottingham		X		X
	Understanding of budgets		X		X
	Knowledge of tendering and procurement processes		X		X
	An understanding of relevant health and safety legislation		X		
	An understanding of the challenges and benefits of partnership working				X
	Knowledge of Safeguarding and the role of the Designated Lead		X		X
<b>Skills</b>	Good analytical skills.			X	
	Ability to work creatively and to solve problems within timescales as required.				X
	The ability to acquire an understanding of youth services policy issues at local, regional and national level and apply them to the business				X
	An effective leader with personal confidence and the ability to command the confidence of external bodies, colleagues and the Board.	X			
	Ability to manage contracts with providers of services, considering and achieving best value		X		X
	Ability to manage a staff team that has specialist skills and knowledge		X		X
	Ability to lead a team in a dynamic and changing funding and operational environment with flexibility and openness to change.	X			

AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT			
		P	A	T	I
<b>Skills</b>	Ability to prioritise and respond to emerging situations appropriately.	<b>X</b>	<b>X</b>		<b>X</b>
	Ability to research complex information and provide clear written communication that effectively conveys information to a variety of audiences.		<b>X</b>		
	Committed to personal development and workforce development in line with the operational needs of the Organisation		<b>X</b>		
	High level of IT literacy		<b>X</b>	<b>X</b>	
	An effective and diplomatic negotiator		<b>X</b>		<b>X</b>
	Effectively manage a diverse workload by demonstrating good organisational skills and the ability to cope with pressure and deadlines.		<b>X</b>		<b>X</b>
<b>Experience</b>	Working effectively in a professional environment with sensitivity and integrity.		<b>X</b>		<b>X</b>

AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT			
		P	A	T	I
<b>Experience</b>	Previous experience in all aspects of business management, including but not limited to: <ul style="list-style-type: none"> <li>• Administration</li> <li>• Project management within a recognised framework</li> <li>• Operational management</li> <li>• Budgeting and cost management</li> <li>• Facilities management</li> <li>• Planning</li> <li>• Quality management</li> <li>• Health and Safety</li> </ul>		X	X	X
	Leading, managing and developing a diverse and specialist staff team in line with organisational priorities	X			
<b>Work to Promote Mutual Respect and Good Relations</b>	To demonstrate awareness, understanding and commitment to the organisation's Equality Policy.		X		X
	To be sensitive to needs of young people and staff and to challenge inappropriate behaviour.		X		X
<b>P – Presentation</b>	<b>A – Application</b>	<b>T – Test</b>		<b>I – Interview</b>	