



NATIONAL COUNCIL OF YMCA'S OF IRELAND JOB DESCRIPTION

POST TITLE:	Operations Director
RESPONSIBLE TO:	National Director
RESPONSIBLE FOR:	Personnel, Policy, Training & oversight of Wellbeing, Newcastle YMCA , Portadown YMCA, and Empower to Transform (E2T) Peace Plus programme
SALARY:	YMCA scale i/j7 £45,722pa plus 5% pension contribution and Benenden Health Care Plan
HOURS:	35 hours per week
LOCATION	Home-based with travel nationally, particularly across N.I.

JOB PURPOSE

An operations director is a pivotal role at the heart of a business. The operations director oversees and works directly in all operational aspects of company strategy, helps set strategic goals, and is responsible for the flow of operations information to the chief executive and the board.

JOB OVERVIEW

Serving as a key member of the leadership team of YMCA Ireland, a vital role will be to collaborate with the National Director & Deputy National Director on developing the strategy for the movement.

To provide support to YMCAs within the Irish movement through the delivery of services from YMCA Ireland. Provide advice and guidance nationally.

To encourage and stimulate the promotion of the YMCA's Aims and Purposes throughout the YMCAs in Ireland in line with our ethos and values.

To take national responsibility for the coordination and implementation of safeguarding and personnel best practice and appropriate policy development and implementation.

RESPONSIBILITIES AND DUTIES

To work with the National Secretary and Deputy National Secretary in the development of the National Council of YMCA's of Ireland's strategy and support its implementation both regionally and nationally.

To encourage and stimulate the promotion of the YMCA's Aims and Purposes through the YMCAs in Ireland and to promote a positive profile of the YMCA.

To oversee our finances with the Finance Officer with particular emphasis on personnel and budgetary issues.

To manage the training function of YMCA Ireland and support and supervision of the Training and Development Officer and online training account.

To support the development of the work of Newcastle and Portadown YMCAs.

To manage the Wellbeing strategy including the Chaplaincy programme and Benenden Health Care.

To coordinate YMCA Ireland policy development throughout Ireland, and where appropriate, identify gaps in policy and support the creation and implementation of the relevant policies.

To carry out personnel roles including: liaising with Peninsula, dealing with grievance and disciplinary issues; mediating on employment issues; completion of Equality Commission monitoring returns (annually & 3 yearly) and completion of NISRA staff returns.

To carry out safeguarding roles including DCPO support, Access NI administration and safeguarding training and reporting.

To develop and support peacebuilding & youth vocational development across the movement in particular the 'Empower to Transform' (E2T) Peaceplus programme.

To respond to local association needs by providing support and building capacity.

To increase the number of groups designating YMCA Ireland as their RVYO & provide support to these organisations.

To advise the National Executive, National Staff team and local associations regarding best policy and practice in all areas especially Safeguarding Policy and Personnel.

Administration of selection & recruitment processes including Nljobfinder.

SCOPE AND LIMITS

The post holder has the discretion to act in the best interests of the organization
The post holder will be accountable to and supervised by the YMCA National Director.

The post holder will be home-based and operate across Northern Ireland primarily but across the island and further afield as required.

PERSONAL SPECIFICATION

CRITERIA FOR APPLICANTS

Please note - It is essential that you fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time-bound (e.g. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held

QUALIFICATIONS

ESSENTIAL	DESIRABLE
Relevant 3rd level qualification and/or personnel qualification e.g. membership of CIPD.	DCPO training and 'Keeping Safe Training the Trainers' or willingness to study for these.

EXPERIENCE

ESSENTIAL	DESIRABLE
Experience (minimum 1 year) in a senior management position within the voluntary sector. Minimum of 3 years experience in managing a peacebuilding or youth vocational programme.	Experience of the YMCA in Ireland

Background in the community youth work sector.	
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KNOWLEDGE

ESSENTIAL

Knowledge of statutory and regulatory legislation, and appropriate sources of advice and guidance (including employment, compliance and safeguarding) within N.I.

Understanding of the N.I. voluntary sector culture, ways of working, ethos and links to statutory and public sectors (e.g. funding relationships).

DESIRABLE

Knowledge of the YMCA and local & regional youth organisations across the island.

SKILLS

ESSENTIAL

Excellent interpersonal skills to act in a consultancy role within the Movement, including leadership, persuasion, influencing and networking skills.

Analytical skills and ability to manage and prioritize information and produce clear reports.

Problem solving skills and innovative thinking.

Strategic planning skills.

Organizational and planning skills both to manage complex workload across a range of organisations and to advise on planning and organisation as required.

Be computer literate and confident with IT

DESIRABLE

systems.

Committed to the YMCA ethos and able to link the Christian faith to YMCA work at regional and local levels.

Able to work remotely & travel extensively to local & national locations to provide support both online and in person, particularly across N.I.

DISCLOSURE OF CRIMINAL BACKGROUND

We are committed to safeguarding children, young people, and adults, and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

You may be applying for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. If so, this post is not open to anyone who is included on the Children's Barred List.

This position also falls within the definition of an 'excepted' position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means you must tell us about all offenses and convictions, including those considered 'spent', which are not protected. If you leave anything out it may affect your application.

If you have applied for a position that is defined as regulated activity, and you are considered to be the preferred candidate and are being offered the position, you will be asked to undertake an enhanced disclosure check. This will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included in a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Having a criminal record will not necessarily debar you from working with YMCA Ireland. This will depend on the nature of the position, together with the circumstances and background of your offenses or other information obtained on a disclosure certificate.

Further details in relation to legislative requirements can be accessed on [About AccessNI | Department of Justice](#)