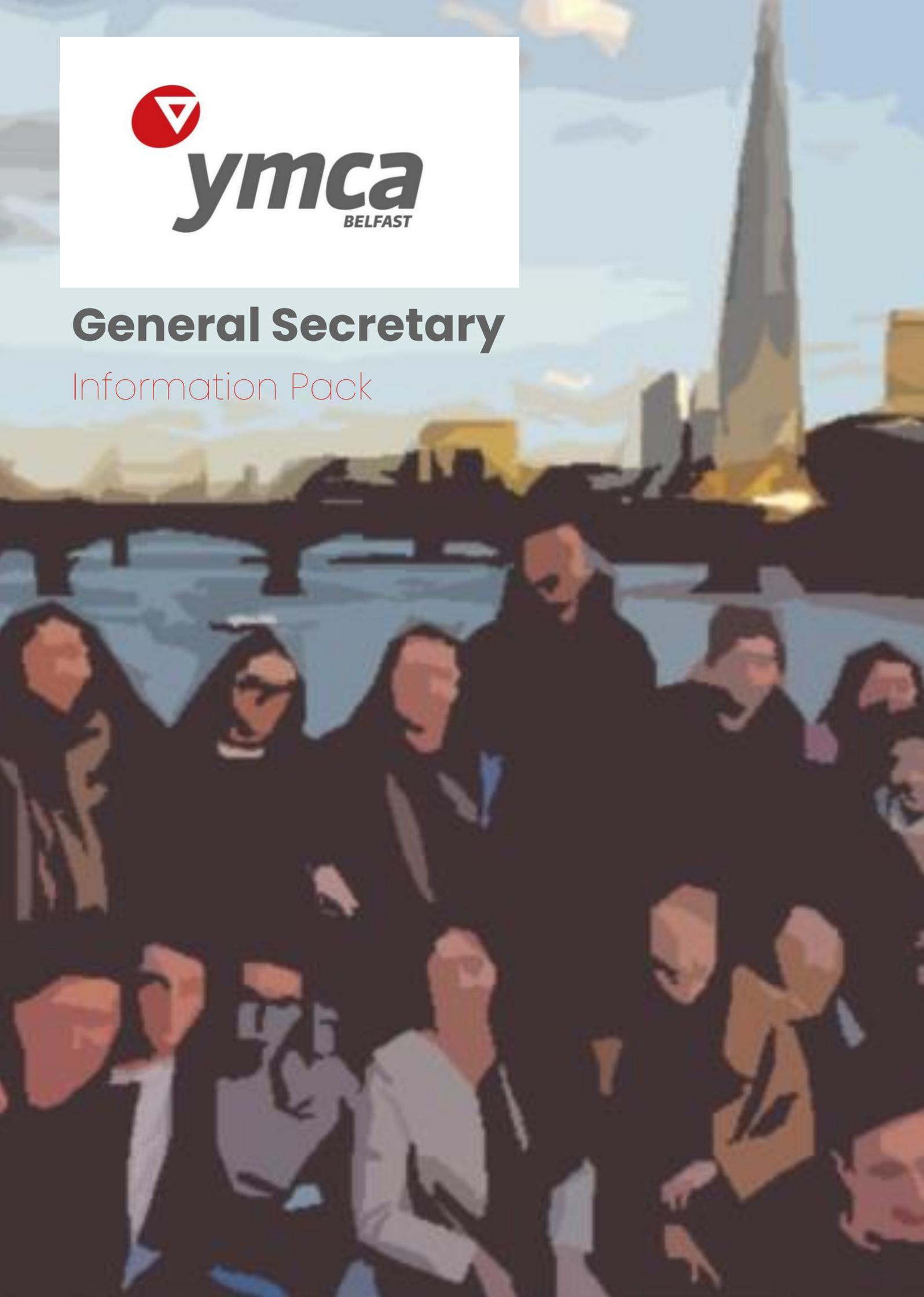




ymca
BELFAST

General Secretary

Information Pack



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Introduction

Dear Candidate

Belfast YMCA has been realising its mission to Belfast since 1850, serving individuals and communities regardless of race, gender, creed, age or political affiliation, providing care and development in body, mind and spirit.

A registered charity and company limited by guarantee in our own right, we are also part of a global family of YMCAs which helps keep us open-minded and outward-looking for ever better ways to realise our mission.

We are driven by our Christian ethos and are seeking some-one who shares our passion to lead our professional staff team of 30 and around 25 volunteers to deliver a range of services and interventions that make meaningful, positive change to the community.

A skilled communicator, you will bring to the position your leadership experience and skills, and your knowledge of issues affecting children and young people in Northern Ireland.

Our recruitment partners are Engage. If you have any questions about the recruitment process, you can contact Engage's Director Patrick Minne on 07792 509003 or at patrick@engageexec.co.uk

If you feel passionate about enabling young people to learn, grow and thrive, have the entrepreneurial skills to create new initiatives, and are inspired by faith-based community transformation, then we would very much welcome your application.

Liam Smyth
Chair  **ymca**
BELFAST

Who we are

Belfast YMCA is part of the worldwide YMCA Movement. It is the largest and the oldest charity working with young people in the world.

Within that movement, we operate as a local charity from our South Belfast Stranmillis base serving the greater Belfast area.

Across the UK and Ireland there are approximately 150 YMCAs. Like ours, each one is a thriving and active community that is transforming lives. We focus on young people and help them play an active and fulfilling role within their communities.

Belfast YMCA was formed in Belfast in 1850 and so has been serving the people of Belfast for over 170 years. We are proud of our Christian heritage and ethos. Since then we've grown our staff team to 30, assisted in their work by our 25 volunteers. Last year, our financial turnover was £736k.

We are an inclusive Christian movement transforming communities. We provide a wide array of school and community-based activities and services to help meet local needs wherever we are based. We support the work of local churches by making our facilities available for their use. We are members of the Evangelical Alliance.



What we do

Childcare

We provide care and nurture for young children from 6 weeks to 2 years of age in our specially designed, dedicated Baby Room.



From there, children progress to the Toddler Room that features a large indoor nursery gym and physical play to help develop their co-ordination, and direct access to the playground.



We provide a nursery unit where children from the age of 2 enjoy new experiences and develop skills and confidence through play. The routines and activities compliment the pre-school curriculum.

Youth Programmes

Connect Projects

Since 2013 our youth team have been delivering our Connect projects in schools throughout East Belfast. Over the course of the academic year we work with over 700 young people in schools across a number of the programmes we offer. The youth team facilitate sessions with pupils in their class groups, usually weekly throughout a term. Our largest Connect programmes focus on good relations and online safety.

Connect Good Relations uses dialogue and interactive learning to increase awareness of stereotyping, sectarianism and migration.

Connect Online is a participative training programme focusing on equipping young people to safely communicate online. We facilitate honest conversations about risky behaviours online and give participants information to enable them to make decisions about how to stay safe.

Our Connect Plus youth team work closely with teachers to

develop and deliver programmes tailored to the specific needs of the pupils. We have delivered coaching and mentoring training, a shared education programme and one to one mentoring.



Youth in Government

Our flagship political education project is for 16 and 17 year old participants from around Belfast who have the chance to work together with a diverse group of peers, learning about and discussing interesting issues related to local, national and international politics.



Duke of Edinburgh Award

Belfast YMCA is an open centre and we deliver Bronze level training this year, helping participants complete a personal programme of activities in four sections: Volunteering, Physical, Skills and an Expedition.

Volunteering

YMCA is a volunteer led organisation and we provide a great range of carefully managed volunteering opportunities across our services.

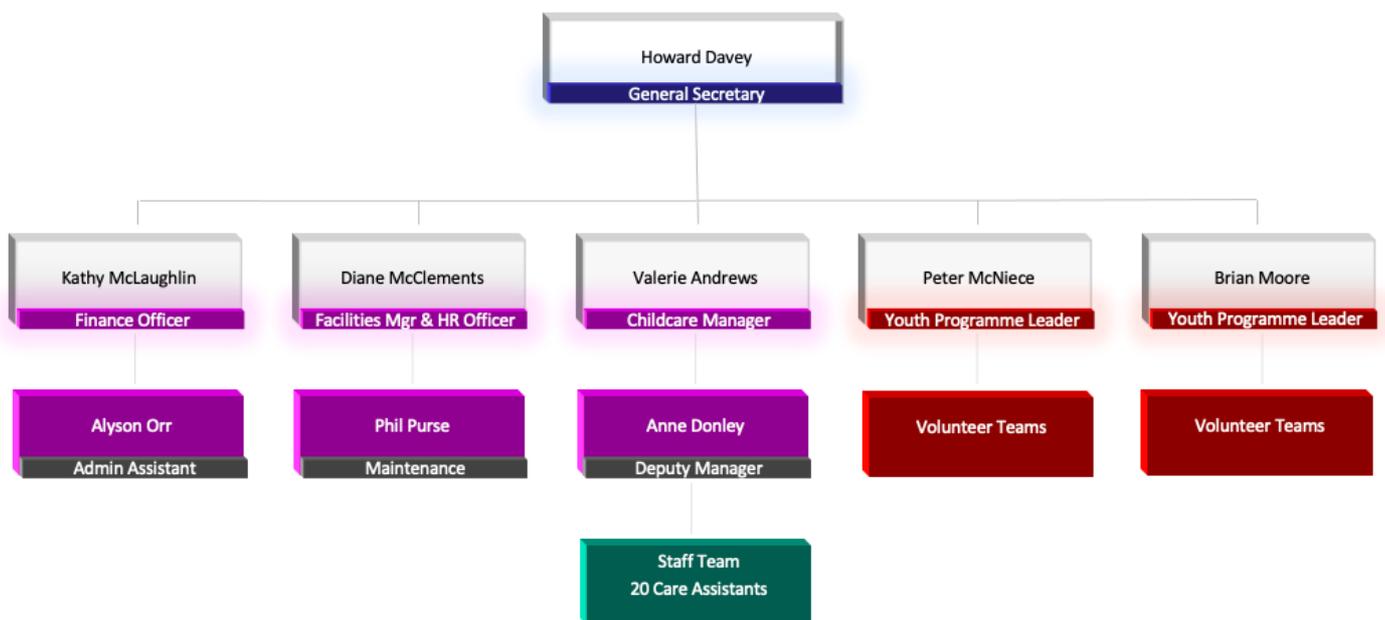


Fitness

We work with our partners at Ethos Training whose objective, like ours, is 'to build a COMMUNITY of strong people through FITNESS with a MINDSET for hard work and success.'



How we're organised



Strategy

We are committed to:

- Promoting the Christian faith
- Providing educational opportunities for all people (and particularly young people)
- Promoting healthy living (including mental, emotional and spiritual wellbeing)
- Promoting community engagement and citizenship, for young people, their families and other adults for the purpose of family support, community relations and active citizenship
- Assisting in the relief of hardship or distress (social, physical, emotional, spiritual or economic circumstances.)



You can download a more detailed outline of our current strategic plan here:

[Strategic Plan 2021/2022](#)

Financials

You can view a summary of our latest reported Income and Expenditure and Balance Sheet reports for March 2021.

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Prior Year Total
	£	£	£	£	£
Incoming from:					
Charitable activities	641,789	49,188	-	690,977	664,200
Investments	166	4,040	40,758	44,964	73,568
Total	641,955	53,228	40,758	735,941	737,768
Expenditure on:					
Charitable activities	(713,866)	(112,491)	-	(826,357)	(821,493)
Total	(713,866)	(112,491)	-	(826,357)	(821,493)
Net gains/(losses) on investments	-	(17,819)	(205,596)	(223,415)	1,559,261
Transfers between funds	40,758	-	(40,758)	-	46,114
	40,758	(17,819)	(246,354)	(223,415)	1,605,375
Net Movement in funds	(31,153)	(77,082)	(205,596)	(313,831)	1,605,375
Reconciliation of Funds					
Total funds brought forward	1,361,616	204,391	1,449,494	3,015,501	3,110,702
Total Funds Carried Forward	1,330,463	127,309	1,243,898	2,701,670	4,716,077

AS AT 31 MARCH	NOTE	£	2020 £	£	2019 £
FIXED ASSETS					
Tangible	5		1,198,851		1,240,115
Investments					
- Endowment fund			1,230,731		1,436,327
- Restricted fund			127,309		204,391
- General fund			400,867		410,808
Total Investments	6		1,758,907		2,051,526
			2,957,758		3,291,641
CURRENT ASSETS					
Debtors	7	10,629		6,417	
Cash at Bank and in Hand		56,037		45,516	
		66,666		51,933	
CURRENT LIABILITIES					
Creditors	8	(24,184)		(25,577)	
NET CURRENT ASSETS			42,482		26,356
CREDITORS: DUE AFTER ONE YEAR	9		(298,570)		(302,496)
TOTAL NET ASSETS			2,701,670		3,015,501
REPRESENTED BY					
Capital Reserves	10		1,243,898		1,449,494
Revenue Reserves	11		1,457,772		1,566,007
			2,701,670		3,015,501

Click on the links below to access the last 3 years' Annual Reports

[Annual Report to March 2020](#)

[Annual Report to March 2019](#)

[Annual Report to March 2018](#)

Meet the Board



Liam Smyth (Chair)

Recently retired, I have a background in banking having worked in branch management, finance, project management and delivering improvement initiatives on the customer service front. I have been a director of YMCA for over 28 years and am an active member of St Mary's on the Hill parish in Glengormley.



David Farrow

I work for the Council of Social Witness of the Presbyterian Church in Ireland in Thompson House. The unit accommodates male ex-prisoners who have been released on licence to complete their sentences in the community. The emphasis of the work is rehabilitation in a Christian setting. A resident's stay can be for a period of up to one year. In my spare time I like cycling, travelling, cooking and reading. I am an elder in Glengormley Presbyterian Church and am convenor of the missionary committee.



Alison Cardwell

I am married to Graham with two adult children. I left full-time teaching to work as a substitute, now working virtually full-time teaching children with moderate and severe learning difficulties. Attending Newtownbreda Baptist Church, I have a background in Youth Work and volunteering including having been a member of the Advisory Committee for the Duke of Edinburgh's Award Scheme in Northern Ireland and volunteering internationally with UNESCO and various charitable organisations.



Naomi Harland

I am married to Stephen, and am a keen home sewist. I am a chartered management accountant and work for a University as the Finance Manager of a doctoral training college, focussing on renewable energy. I have previously been involved in youth work in various roles, and took my gap year with the Presbyterian church.

Andrew Beech



Originally from Bangor, I moved to East Belfast in June 2021 on my marriage and I am a passionate runner, cricketer and reader of books related to American history. I have practised as a Barrister at Law since 2016, primarily in the fields of immigration and criminal law, and have worked on a number of public inquiries. I was a lifelong parishioner at Ballyholme Parish, being heavily involved in youth and children's work, before moving to Willowfield Parish. I have strong links with charities working in Africa and undertook mission work in Uganda and in South Africa.

Laura Bell



I am married to Chris and have two small children. I joined the board last May and am the Pastor of Christian Fellowship Church (CFC South) which currently gathers at the YMCA. My background and training is in Christian ministry and leadership, youth and community work, and I have recently completed a Masters Degree in Theology at Westminster Theological Centre. I have been a church minister for 14 years.

Andrew Morrell



I'm Andrew, married to Gemma, with three kids, 13, 10, 8. Originally from Co. Wicklow I work for Queen's University Belfast as an IT developer and project manager, and have been there nearly 17 years. I've worked in local churches from my teenage years, in various roles from preaching, technology, Sunday School and student home group, and I'm currently one of the Elders at ChristChurch Belfast since 2014. I spent four months doing tech support for Wycliffe Bible Translators in Asia between University and moving here.

Michael Clark



I live in Finaghy and enjoy walking and outdoor activities. I have had a variety of roles with youth organisations and currently work with Belfast Council. My ambition would be to work full time in photography. I have had a lifetime connection with YMCA in Ireland and other parts of Europe and have a passion for youth work.

Job Description

Job title:	General Secretary
Reporting to:	Chair and Board
Responsible for:	Senior Staff Team
Salary:	£52,000 plus 10% employer pension contribution
Hours:	37.5 hours per week (with occasional evening and weekend work)
Contract:	Full time permanent
Location:	Belfast
Probationary period:	Six months

Main Purpose of the Job:

To provide Christian vision and strategic leadership to the Association; to support and motivate teams of staff and volunteers to provide professional child care, family work, youth work and other services across communities in the City of Belfast. To identify, develop and implement new areas of service consistent with the YMCA's mission and financial constraints.

Job Details

1. Strategic/Board

- 1.1. To promote the Aims and Purposes of the YMCA, specifically holding in balance the Christian, charitable and commercial aspects of the Association's work.
- 1.2. To regularly report to the Board on the Association's performance against operational targets; also keeping the Board fully informed of any problems and developments.
- 1.3. To support the work of the Board of Management; to research the needs of the local community and liaise with the statutory and voluntary sectors to produce a Business Plan for the Association.
- 1.4. Carry overall responsibility for ensuring the implementation of Board of Management policies in the day to day management and leadership of the Association.
- 1.5. To be responsible for acquiring and managing the human, financial and other resources needed to meet organisational objectives.

2. Service Provision

- 2.1. To develop the child care (pre-school day care, after-school, and holiday clubs), family, youth work and community programmes based on Christian values which give opportunities for the development of people in body, mind and spirit.
- 2.2. To capitalise on the Association's facilities and staff skills in order to maximise the delivery of the Association's aims within the financial targets agreed by the Board including partnering with faith groups using the Association's facilities on a regular basis.
- 2.3. To ensure the highest levels of customer care, that quality assurance and performance review systems are developed and operated by line managers and performance against operational targets are reported to the Board on a regular basis.
- 2.4. To oversee the development of community programmes and activities which meet the needs of the local communities, working with other service providers in the area as appropriate.
- 2.5. To plan for and deliver digital and technology solutions that enhance communications and service provision to YMCA's stakeholders and service users.

3. Human Resources

- 3.1. To be responsible for the management of all staff (paid and unpaid); recruiting and supervise directly managed posts, ensuring induction takes place, training needs are identified and met, and staff reviews take place.

- 3.2. Ensure that adequate resources and training opportunities are available for the Board of Management, staff and volunteers.
- 3.3. Take the lead in staff communication, ensuring effective flow of information between all levels of the organisation and that staff are aware of developments within the Association and about the wider Movement.
- 3.4. To promote a healthy working environment, leading by example, and being accessible so that workers (paid and unpaid) feel listened to and supported whilst working in a Christian environment; provide spiritual leadership and encourage individuals in their spiritual growth.
- 3.5. To ensure the development and implementation of staff and volunteer policies that ensure that best safeguarding practice is followed in all YMCA's face to face and digital interactions with users of its services.
- 3.6. Working alongside the Board, to identify potential Board Members, seeking to recruit those with relevant skills and to achieve a broad range representation; to participate in induction and ongoing support of Board Members.

4. Finance/Premises

- 4.1. Provide guidance to the Board on the management of the Association's financial strategy, investments and business planning (in line with best practice and the Association's Trust Deed).
- 4.2. To be responsible for the effective financial management of the Association, including comprehensive financial records; that there is budgetary control for all expenditure; to authorise expenditure and payments within laid down delegated authority.
- 4.3. To facilitate preparation of the annual budget and assume responsibility for its implementation and delivery. Report against it regularly to the Board of Management any variances from approved budgets, and to recommend savings or cut-backs where appropriate.
- 4.4. Organise and manage a strategy for fundraising; to direct funding applications for the organisation, meeting with funders and contract managers as appropriate; to develop fundraising opportunities for the Association to provide adequate resources for taking on new initiatives.
- 4.5. To ensure that Belfast YMCA complies with the requirements of any bodies from which it receives funds and meets all its legal responsibilities.

4.6. Responsible for ensuring the maintenance and cleanliness of the premises, and fulfilment of legal obligations regarding health and safety, hygiene and security are observed.

5. External Role

5.1. Ensure that Belfast YMCA's work is valued by the local community as a centre for Christian care and concern. Represent the Association at joint planning forums, convened by statutory and non-statutory agencies. Give speeches and presentations to conferences, seminars and meetings.

5.2. Develop partnerships with statutory, voluntary, commercial, church, community and other organisations.

5.3. To explore opportunities for working effectively with other YMCA's and to be involved in the wider YMCA Movement, national and international.

5.4. To be aware of public and media attention and to maintain a positive and professional approach when dealing with other organisations, the press, public and service users. To promote the work of the Association and to handle media enquiries as appropriate.

6. General

6.1. To ensure that the Association operates within legal requirements with regard to the Charities Act, Company Law, Employment Law, Health and Safety, and other relevant legislation to ensure that statutory reporting requirements (annual report, audited accounts, changes in directors, etc.) are complied with.

6.2. To measure the effectiveness of the Association through monitoring, including equal opportunities monitoring. Ensure that quality assurance and performance review systems are developed and operated by line managers and performance against operational targets is reported to the Board on a regular basis.

6.3. To be aware of any political and/or social issues which may affect the work of the Association.

NOTE: This is not an exhaustive summary of the General Secretary's responsibilities. The post holder will also be expected to undertake other duties of a similar professional nature at the request of the Board of Management.

Person Specification

	Essential	Desirable
Qualifications	Third level education with a qualification in a relevant discipline	Advanced Dip or Masters Degree in Business or Management
Experience	<p>5 years' experience in a senior management position</p> <p>Experience of compliance within an organisation (e.g. for Risk Assessments, HR, Health & Safety, Safeguarding, financial audits, charity commission)</p> <p>Experience of responsibility for a budget over £300K</p> <p>Experience of representing an organisation to a wide range of stakeholders including public speaking</p> <p>Knowledge of issues relevant to services for children and young people in Northern Ireland</p>	<p>Experience as Chief Officer of a charity</p> <p>Experience of governance legislation, compliance with and annual reporting to Charity Commission</p> <p>Experience of working with a wide-range of ages and social backgrounds</p> <p>Experience of working with volunteers</p> <p>Experience of working with Evangelical churches in Northern Ireland.</p> <p>Experience in cross-community work</p> <p>Experience in youth and/or community work.</p> <p>Previous experience of working with YMCA – in a paid or voluntary capacity</p>
Skills	<p>Motivational leadership skills</p> <p>Excellent organisational skills</p> <p>Excellent interpersonal skills</p> <p>Excellent written and verbal communication skills including public speaking</p>	

	<p>Ability to work on own initiative</p> <p>Financial acumen</p>	
<p>Personal / Character</p>	<p>A committed Christian, subscribing to our statement of faith initially and on an annual basis</p> <p>Supportive of the Association's Membership of Evangelical Alliance</p> <p>A 'fit' person to be a registered childcare Nominated Person by Belfast Trust</p> <p>Capable of Access NI Enhanced Clearance</p> <p>Views the role as a calling</p>	<p>Committed to a local church and active in serving in the church</p> <p>Completed (or willing to complete) an Alpha Course</p>

How to apply

Please forward a CV, maximum three A4 sides, together with a completed Supplementary Questions form available from www.engageexec.co.uk, ensuring you have included mobile and home telephone numbers.

The deadline is Noon on Monday 31 January 2022. Applications should be made by email to: patrick@co3.bz.

Interview dates are included in the timeline below. They are provisional and subject to changes resulting from Covid-19. There is the possibility that some or all interviews may take place by videoconference.

Contact Patrick Minne by email or on 07792 509003 if you have any queries about the role or the application process.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities and the Occupational Requirement

Belfast YMCA is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998, it is an occupational requirement that Belfast YMCA's General Secretary is a committed Christian in full agreement with Belfast YMCA's Affirmation of Faith.

Timeline

Dates are provisional

CV, Supplementary Questions and Equality Monitoring forms to be submitted

Noon, Monday 31 January 2022

First Interviews

Friday 4 February 2022

Second Interviews

Tuesday 8 February 2022

Final Interviews

Tuesday 22 February 2022



Please address any enquiries relating to the advertised position, and your submission, to Belfast YMCA's recruitment partners:

Patrick Minne



Tel: 07792 509003

Email: patrick@co3.bz

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Belfast YMCA

56-58 Knightsbridge Park

Stranmillis

Belfast BT9 5EH

Tel: 028 9068 4660

Email: hello@belfast-ymca.org

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