mY AFK

JOB DESCRIPTION

# Job Title: Executive Director of Services

# Reporting To: Chief Executive

**Direct Staff Responsibility:** 3 Managers

**Salary range:** Circa £55,000 depending on experience

**Location:** Hornsey, London N8 9DJ but subject to review

**DBS:** This post is subject to an enhanced criminal record check under the arrangements established by the Disclosure and Barring Service.

# Context of Job

my AFK is a national charity helping disabled young people to develop their independence and find employment. Our vision is of a world where all people living with a disability get to lead the life they choose. As part of this we provide bespoke employment skills training and organise work experience. At a national level, we provide mobility equipment not available on the NHS for disabled children and young people up to their 25th birthday.

This position will play a significant role in shaping the direction of my AFK and its approach to growth and service development. Working closely with the Chief Executive, the Executive Director of Services will oversee the delivery of all existing services and identify, research and develop new service opportunities in line with my AFK’s mission.

# Main Purpose of Job

The post holder will lead the design, development and delivery of services and associated strategic objectives and, as part of the Senior Management Team, contribute to the ongoing development of the charity. A key part of this role will be conducting feasibility studies and /or pilot projects to develop new services arising from the current strategic review.

**Working Conditions**

The post is 35 hours a week, normally between 9.30am – 5.30pm. *(We are currently piloting Hybrid working with 2 core days in the office and 3 days working from home).* The post holder may be expected to work some evenings and weekends as required by the job.

28 days annual leave will be given in addition to 8 days normal public holidays.

my AFK operates a No Smoking policy.

## Working Relationships

Chief Executive – Line manager

Other members of the Senior Management Team

Trustees of my AFK

Fundraising team

Finance & Corporate Services team

Line manage: Life & Work Manager, Services & Business Development Manager, Advocacy & Mobility Manager.

### Principle Responsibilities

Manage the development and delivery, to agreed levels of quality and effectiveness and within agreed budgets and timescales, of:

* Programmes to provide mobility equipment and to support families in need of such equipment through advocacy and other activities;
* Programmes to support disabled young people into work and long-term volunteering, including employer partnerships and work with employers;
* Programmes to prepare disabled young people for independent living;
* Programmes of work with the families of disabled young people;
* Student and trainee self-advocacy, participation and co-production within my AFK;
* Contracts to provide services to and/or on behalf of public sector organisations;
* Programmes to recruit, train and deploy volunteers within my AFK.
* Design and undertake feasibility studies into new service areas

In support of the activities listed above:

* Build effective relationships with senior management with partners to ensure that my AFK’s services meet the needs of disabled young people as they prepare for work and independent living;
* Ensure that my AFK’s services are delivered in line with evolving best practice in the delivery of support, and training for disabled young people and that my AFK staff are adequately trained in such current best practice;
* Ensure that appropriate reports on my AFK’s services are prepared and submitted on time, as required by AFK’s trustees, funders and other relevant stakeholders;
* Ensure that appropriate personal, activity and outcome data recording systems are in place and used effectively including ensuring, in co-operation with the Director of Finance & Corporate Services, that data protection laws and regulations are adhered to;
* Review and evaluate the effectiveness of my AFK services, including the development and implementation of an appropriate outcomes framework;
* Work with the Chief Executive to develop, and where relevant implement, approaches to charging users and/or partner organisations for the provision of individual services;
* Ensure that services provided by external organisations are appropriate for my AFK’s needs; represent best value; and are delivered on time, within the agreed budget and to the appropriate quality;
* Establish strong partner relationships with relevant agencies, organisations and individuals;
* Work collaboratively with the Fundraising team to develop funding for projects and to promote my AFK’s work to stakeholders and the wider public;
* Work collaboratively with the Finance & Corporate Services team to manage the finances of my AFK’s services programmes and projects, including the appropriate control of income and expenditure, accounting and reporting of restricted funds;
* Work with the Chief Executive and other members of the Senior Management Team to develop my AFK’s budgets and strategic plans;
* Keep abreast of new legislation and initiatives for SEND and support disabled young people and ensure that my AFK responds appropriately;
* Be part of and contribute to the Senior Management Team.
* Any other duties as may be specified by the Chief Executive Officer.

**Person Specification – Executive Director of Services**

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| **Criteria** |  | Essential | Desirable |
| Education | Relevant degree or equivalent professional qualification  Specialist SEND training  Postgraduate level qualification in teaching or education  Professional qualification in management | 🗸 | 🗸  🗸  🗸 |
| Experience and Knowledge | Minimum of 5 years’ experience working with young people with SEND  Minimum 3 years senior management experience in a relevant organisation  Experience of managing a complex multi-disciplinary team  Up to date knowledge and understanding of learning disabilities and ASD  Knowledge and understanding of current best practice in the design and delivery of training for young people with SEND  Experience, knowledge and understanding of transition processes for young people with learning disabilities  Understanding of transition issues for young  people and their families  Experience of heading up safeguarding within an organisation  Knowledge of the barriers facing young people with SEND in finding employment and of supported employment and job coaching  Knowledge and experience of assessment processes and impact measurement and reporting | 🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸 |  |
| Skills and Abilities | Able to build relationships and influence senior staff in special education, local authorities and partner organisations  Able to develop and operationalise strategic plans and budgets  Able to plan and manage complex budgets  Able to manage the delivery and reporting of projects with complex sets of outputs/outcomes  Excellent written and oral communication skills in a range of settings  Able to lead and enthuse a team in a period of change  Able to respond creatively to new initiatives and funding opportunities | 🗸  🗸  🗸    🗸  🗸  🗸  🗸 |  |
| Personal Characteristics | Excellent team player  Excellent interpersonal skills  Passionate about improving the lives of young people with learning disabilities | **🗸**  **🗸**  **🗸** |  |
| Equal Opportunities | Commitment to equal opportunities and anti-discriminatory practice | 🗸 |  |
| My AFK’s Mission and ethos. | Understanding of and commitment to the my AFK Mission  Understanding of and commitment to the principles of co-production and young people’s participation  Commitment to young people’s rights | 🗸  🗸  🗸 |  |