



# Co-CEO Recruitment

2022



# WE'RE RECRUITING A YOUNG CEO

Young Manchester is recruiting a young CEO to lead Young Manchester in a partnership job share with our current CEO, Imogen.

We are looking for a passionate young leader who is excited about making a genuine commitment to Young Manchester's vision.

In this pack you'll find out about Young Manchester, the role of the Co-CEO and how to apply.

This pack also contains a glossary - words which are underlined (such as 'job share' above) are defined and explained in the glossary at the end.

You can also email Imogen Gregg-Auriac, our current CEO, on [i.gregg-auriac@youngmanchester.org](mailto:i.gregg-auriac@youngmanchester.org) for an informal chat about the role.

If you need to access this pack in any other format, we'd be really happy to accommodate. Please email Emma on [e.sims@youngmanchester.org](mailto:e.sims@youngmanchester.org).

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## ABOUT YOUNG MANCHESTER

**Our vision is of a Manchester where every child and young person can thrive and realise their full potential through outstanding opportunities.**

Every day at Young Manchester we see children and young people thriving, accessing outstanding opportunities, learning new skills and having fun. We see young people taking the lead and creating positive change in their communities.

We also see many more young people who are not able to take part, who do not feel empowered to make positive change, who don't feel included or, because of things going on in their lives, just aren't having the fun they deserve.

There are very real challenges in society behind this. Manchester is young – 2 in 5 of our citizens are aged 25 or under. Nearly half (42%) of our children are currently living in poverty. The inequalities they and others face have been exacerbated by the COVID-19 pandemic and pressures will continue to grow as we face the current cost of living crisis.

However we look at it, we know the challenges children and young people in Manchester face cannot be addressed by one solution or organisation alone. And we know that those solutions won't work if our children and young people aren't part of shaping them..

This is where Young Manchester comes in. We bring people together and open the doors for children and young people in our city. Our membership model strengthens, connects and champions individuals and organisations (of all ages) who want to support children and young people in Manchester. We put young people and youth voice at the heart of everything we do.

Since 2018, we've supported over 200 charities with nearly £11m of funding, engaging over 30,000 children and young people, and supporting just under 50% of them to take part in social action. But we won't stop here.

**There is much more to do & we must do all we can to give up and share power with our children and young people, support them and support the organisations they work with to make our vision a reality.**



## OUR VISION

**Every child and young person in Manchester can thrive and realise their full potential through outstanding opportunities**

### **Our Aims**

- All children and young people in Manchester are able to inform and meaningfully shape the services for them and their communities and the future of the city
- Manchester is a city for all children and young people, where the benefits of economic growth are experienced by all
- All children & young people in Manchester have access to high-quality play or youth provision
- Manchester has a strong, vibrant and sustainable Voluntary, Community and Social Enterprise (VCSE) sector supporting children and young people to be happy, healthy, safe and realise their full potential

# OUR APPROACH

## Our Shared Values

- Be actively inclusive, non-discriminatory and anti-racist
- Always work for the best interests of children and young people
- Be open, transparent and collaborative for the benefit of children and young people
- Place listening to, and acting on, the lived experiences of children and young people at the heart of your work
- Be ambitious and strive for the best for all children and young people across Manchester

## Our Activities

- Engaging children and young people in Young Manchester's work, and encouraging and resourcing others to do the same
- Influencing and shaping investment, policy and practice locally and nationally that supports outstanding opportunities for children and young people
- Resourcing high quality provision for all children and young people through grants funding, with targeted programmes for the most excluded
- Generating opportunities for networking, partnership, learning and capacity building for VSCE staff and volunteers in the youth and play sector and beyond



# MEET YOUNG MANCHESTER

Young Manchester is a small team and the majority of our staff are aged 25 and under. We deliberately recruit young people into staff roles to embed youth voice in the day-to-day working of the charity.

## Our Team

				
<b>Imogen Gregg-Auriac</b> Interim CEO	<b>Emma Sims</b> Head of Development & Partnerships	<b>Samuel Remi-Akinwale</b> Project Coordinator (Partnerships)	<b>Rachel Garbutt</b> Social Action Coordinator	<b>Megan Chiu</b> Marketing & Communications Assistant
				
<b>Matthew Needham</b> Marketing & Communications Assistant / Administration Officer	<b>Liv Clarke</b> Project Coordinator	<b>Hasaan Amin</b> Project Coordinator	<b>Megan Powell</b> Administration Officer	

The Young Manchester Trustee Board is made up of three young board members (including one young Co-Chair and one young Deputy Co-Chair), and six trustees over the age of 25. We will be welcoming a further two trustees recruited directly from Young Manchester’s membership later in 2022.

## Our Board

				
<b>Roukagia Afan</b> Co-Chair	<b>Sarah Klueter</b> Co-Chair	<b>Dan Lawes</b> Co-Deputy Chair	<b>Simone Spray</b> Co-Deputy Chair	<b>George Whalley</b> Treasurer
				
<b>Angela Harrington</b>	<b>Furqan Naeem</b>	<b>Bounty Vegah</b>	<b>Kate Vokes</b>	

# THE ROLE

<b>ROLE TITLE:</b>	<b>Co-CEO</b>
<b>RESPONSIBLE TO:</b>	Board of Trustees
<b>LOCATION:</b>	Predominantly based at Centurion House, 129 Deansgate, Manchester, M3 3WR with flexible and home-working options.
<b>WORK PATTERN:</b>	Three days (21 hours) per week. Flexible options can be explored.
<b>SALARY:</b>	£50,000 <u>pro rata</u> .
<b>CONTRACT:</b>	Permanent.

**We are looking for a passionate young leader who is excited about making a genuine commitment to Young Manchester’s vision:**

- To help Young Manchester achieve our vision of a Manchester where every child and young person can thrive and realise their full potential through outstanding opportunities.
- To work in partnership with your counterpart Co-CEO and our Board of Trustees to lead Young Manchester, and work towards the long-term sustainability of our charity.

**To take on this role at the top of our organisation, ideally you will:**

- Be able to demonstrate leadership, management and organisational skills
- Be able to think critically and work strategically
- Influence stakeholders positively to achieve results for children and young people, the non profit youth and play sector and Young Manchester
- Be willing and ready to learn and develop your skills in this role
- Be fair, impartial and open to new ideas and information
- Build positive working relationships with Trustees and the team
- Keep the team feeling valued and motivated whilst respectfully resolving any issues that may arise
- Develop positive relationship and reputation among current and potential funders
- Embed and champion inclusion and access for Young Manchester and in everything you do
- Understand the diversity of children and young people’s experiences growing up in Manchester
- Give up and share your power with children and young people in Manchester
- Be willing to accept shared responsibility for Young’s Manchester success
- Harmoniously and productively share your job role and responsibilities with your Co-CEO





# RESPONSIBILITIES

## Lead Young Manchester

- To lead Young Manchester in a time of change, co-create, and put in place, goals for the organisation, to help us succeed and work towards our vision.
- Ensure young people, including those most excluded, are able to meaningfully engage in, and lead Young Manchester's work.
- Influence others to create outstanding opportunities for all children and young people in Manchester, with a focus on the most excluded.
- Find and create new opportunities to generate income for the charity, in line with our vision.
- Ensure Young's Manchester support, through resources and grant funding, is distributed equitably to communities, and produces high quality opportunities.
- Support the development of Young Manchester's membership model.
- Create and maintain positive relationships with leaders, community stakeholders, and decision-makers across Manchester, encouraging us all to work together.
- Maintain a clear and authentic brand for Young Manchester, championing youth leadership and growing recognition for the charity across the city and on a national level.
- Represent the Charity at external events and opportunities,
- Review the overall performance of the Charity.

## Support our Finance and Governance

- Support our Board of Trustees to confidently govern the charity
- Create and introduce policies and procedures to help Young Manchester run smoothly
- Create and manage budgets for Young Manchester
- Lead the preparation of the annual audited accounts and Annual Report.

## Support the Team

- Lead, supervise and guide the Young Manchester team
- Find and offer development opportunities for the team to grow
- Lead the organisation's HR processes
- Embed anti-discriminatory practice in all of Young Manchester's work; championing access and inclusion for all.
- Build a staff culture where everyone is valued and equipped to do their job.

# KEY RELATIONSHIPS

## Internal

- Co CEO (over 25)
- Board of Trustees
- Head of Development and Partnerships
- Team

## External

- Leaders and teams across the [Young People’s Foundation](#) network
- Leaders across the nonprofit sector in Manchester and beyond
- Funders, including from Trusts and Foundations, and corporate
- Statutory funders and stakeholders.

# EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

It is essential that you:	Why are we interested in this?
Have commitment to the vision and values of the Charity	All staff commit to our vision and values – it helps us work together, and aim for the same thing. In short, it helps us succeed.
Are authentic and can provide leadership to the organisation and team	As Co-CEO you will be leading Young Manchester. We’re looking for someone to help us succeed, and to authentically lead the team.
Are able to work on your own initiative and as part of a team	As Co-CEO, you are leading the organisation from the top! You’ll be setting the work, so you need to be able to take initiative and be proactive both on your own and with the team.
Have willingness and ability to learn quickly	We know as a young Co-CEO, you might not already know everything you need to to run a charity, so we’re looking for your willingness to learn new things, and ability to pick this up quickly.
Have good time- management skills: ability to diarise, plan and organise events, prioritise activities and meet deadlines	Young Manchester is a busy place! You will need to be comfortable managing your own time, and helping progress our work by prioritising what is most important and meeting deadlines.
Have excellent verbal and written communication skills and are able to engage and inspire a range of audiences, including children and young people	As well as public speaking, you will need to be comfortable talking and leading meetings, speaking to the team and writing for a mixture of different audiences including Young Manchester members, children and young people and current and prospective funders.
Are able to remain calm whilst working under pressure, dealing with a range of tasks simultaneously.	Young Manchester is a small charity, and as Co-CEO you will have the opportunity to oversee and lead multiple strands of work. You need to be comfortable with this and able to manage many tasks at the same time.

<b>It is essential that you:</b>	<b>Why are we interested in this?</b>
Are able to network and develop long-term partnerships with key stakeholders	Young Manchester is a charity built on partnership and working with others. You'll need to be able to create great relationships with our current partners, and be able to create new ones where they can support the charity.
Have excellent understanding of the needs of children and young people	We are looking for a Co-CEO who has recent and current experience of being a child or young person; and is aware of their own privilege in relation to other children and young people.
Promote equality and value diversity in all working relationships	It's vitally important to us that Young Manchester is an inclusive and accessible place to work, and that this shines through our work too. We want you to be able to demonstrate and champion this as Co-CEO.
Have good knowledge of how to engage children and young people in decision-making and governance structures in organisations	We want to give up power and put it in young people's hands, so we are looking for a Co-CEO who can help Young Manchester create and solidify pathways for children and young people to engage in our work on a day-to-day basis.
Are comfortable with basic maths	This job requires you to review and understand our charity's finances, including working out budgets, percentages and lots of basic maths (e.g. addition, subtraction and multiplication).
Are comfortable with public speaking	As Co-CEO, you will be expected to represent and sometimes speak on behalf of Young Manchester at public events and for communications content.
Can deal with difficult situations	Sometimes we deal with difficult situations at Young Manchester, and we're looking for someone with empathy, who can keep calm, think rationally and work with others in these situations.
Are proficient at working on word documents, spreadsheets and presentations	We mainly use Microsoft Office or Google Suite at Young Manchester, so you'll need to be comfortable using one or both of these.
Are willing to travel across Manchester and occasionally further afield	All of the team, including the Co-CEO, regularly visit our Young Manchester members throughout Manchester. We are sometimes required at national or other regional events around the UK too.
Are able to work flexible hours to meet business needs including occasional late meetings	Sometimes we do hold events and activities in the evenings and weekends (in particular for our Young Ambassadors who are at school or college during the day), so occasionally you might need to be flexible with your time.
Are willing to supervise staff	As Co-CEO, you are leading the team, and this will include supervising and managing other staff. We're looking for someone who is comfortable and willing to do this.
Act as a credible ambassador for the Charity	We're looking for someone who is comfortable representing Young Manchester in their professional and public lives. This means you'll be a credible and respectful ambassador for the charity in person and online.
Can provide clarity and focus on priorities	At Young Manchester, we often have a multitude of opportunities and need to make sure we are prioritising the right ones. You should be comfortable in advising and helping us do that, and making sure the team understands your reasoning.
Can create a high performance culture	As a small charity and a small team with lots to do and achieve, we immensely value and rely heavily on our team to produce quality work at speed. As Co-CEO you will be responsible for working with and managing the team to help sustain this.

It's desirable if you:	Why are we interested in this?
Have a GCSE in Maths	This job requires you to review and understand our charity's finances, including working out budgets, percentages and lots of basic maths (e.g addition, subtraction and multiplication).
Have good links with local community organisations in Manchester	Young Manchester is a charity built on partnership and working with others. It could be helpful if you already know communities and organisations working in Manchester.
Grew up in Manchester	As you'll be creating outstanding opportunities for children and young people in Manchester, it could be helpful if you have lived experience of being a child or young person in Manchester.
Have lived experience of facing injustice	We want to make sure everything we do and support is accessible and inclusive. We'd like to recruit someone who has lived experience of facing injustice, and can apply this experience to help us be more accessible and inclusive, including for children and young people who are most excluded.
Have experience of youth or play work	You'll be working with youth and play organisations, youth workers and young people every day, so it could be helpful if you have experience in these settings - as a young person and/or as a youth worker yourself.
Have experience of making a positive change for others and/or in your community	Enabling young people to make positive change in their communities through social action is at the heart of what Young Manchester does. It could be helpful if you have experience of doing this yourself.



## PRACTICAL STUFF

- 25 days holiday per annum, plus statutory Bank Holidays (pro rated)
- Flexible working patterns
- A commitment to ongoing professional development
- Contributory pension scheme
- Support (including training and coaching) to ensure equal sharing of power with your Co-CEO.

Options for home-working and working from the office are available, and we are happy to discuss which days you would like to work your three days on when you start in post.

## HOW TO APPLY

We would like applicants for the Young Co-CEO position to be aged 25 or under. The closing date for applications is **9am on Monday 5th September**.

**Please write a cover letter (no more than 2 A4 pages) outlining why you're applying for the role, and using examples to show why you think you'd be a good fit, referencing the experience, skills, knowledge and abilities section. Send this to [recruitment@youngmanchester.org](mailto:recruitment@youngmanchester.org) along with your CV and a completed Equality and Diversity monitoring form which you can [download on our website](#).**

There will be a two stage interview process which will start on the week commencing **12th September 2022**, and the new Co-CEO will be confirmed on the week commencing **26th September 2022**.

We would like the new Co-CEO to start as soon as possible after being confirmed in role, but are happy to discuss this and explore alternative start dates.

If you would like any more information, or an informal chat about Young Manchester and the trustee roles, please email our CEO, Imogen on [i.gregg-auriac@youngmanchester.org](mailto:i.gregg-auriac@youngmanchester.org).

## GLOSSARY

**Job Share** - an arrangement in which two people share the work and pay of a single full-time job.

**Pro Rata** - a proportional allocation of the total amount. So in this case, the salary is £50,000 on a full-time basis, so 'pro rata' for the three days a week needed for this job, you could expect an annual salary of £30,000.

**Grant Funding** - a grant is an amount of money given for a specific purpose. Young Manchester delivers many different grants for different purposes, but all in line with our charity's vision.

**Stakeholders** - people with an interest or concern in Young Manchester's work.

**Govern** - to control, direct, or strongly influence the actions and conduct of an organisation.

**Audited Accounts** - financial records that have been officially examined to check that they are accurate.

**Annual Report** - a yearly report to stakeholders, documenting our activities and finances for the previous year.

**HR** - Stands for human resources. Human resources is used to describe both the people who work for an organisation and the work involved in managing all matters related to employees such as recruitment, training and salaries.

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