**Capacity to deliver 4.5**

Please show how your organisation will be able to manage the project and achieve your objectives. This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc

The RH Youth Organisation has grown over the 3 years of running. It has proven to be very successful in the increase of members, the launch of a new branch (Lochmaben Branch) and community engagement and successful events.

* The community has backed the Organisation with its plans and events.
* We have been successful with a huge amount of funding for equipment, training and development.
* We have been successful with securing funding for a portacabin and container.
* We now have a lease for our activity centre on the land, which can now open more doors for opportunities to the Organisation and the community
* We are guaranteed more funding as we have been hitting our targets and shown that there is a need for the organisation in the community.
* We have contacts for planning permission, a dedicated architect who is willing to help us through our project. This company helped us when we were in desperate need. We also have a contact for a future feasibility study.
* Contacts in Third sector, Holywood trust and National Lottery for guidance on funding.

Here are the roles in the Organisation, without the roles the organisation would not be as successful.

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**THE RH YOUTH ORGANISATION**

**The Organisation Board**

The board is to control and supervise the activities of the organisation. The board will meet on a regular basis, most commonly once a month, to receive reports from individual trustees and/or members of the team, discuss important issues, plan for the future, and importantly, monitor the financial position of the organisation.

**Chair**

The Chair has a leadership role and is usually delegated the line-management of the chief executive on its behalf. Key duties include:

* preparing agendas for the meeting in consultation with the staff and other trustees
* ensuring meetings are run efficiently, and discussion and decision-making is democratic and fully participative
* holding the casting vote in the event of a split decision
* ensuring that AGMs and EGMs are carried out according to the governing document.

The Chair may also represent the organisation at external events and meetings, act as a cheque signatory, and take part in staff recruitment.

**Treasurer**

The treasurer’s primary role is to assist and advise the board in overseeing the finances.

* controlling and accounting for the organisation’s finances
* issuing receipts for cash received, keeping records of cash paid out, and being a counter signatory to any major banking transaction
* overseeing bookkeeping
* presenting financial reports, raising issues and answering questions at regular meetings and the AGM
* liaising with the auditors or financial examiners for the annual review of accounts
* ensuring statutory returns are made to any relevant regulators

**Secretary**

The Secretary can be responsible for many specific tasks, These can include:

* convening meetings and booking rooms
* dealing with correspondence and being a cheque signatory
* preparing agendas for meetings (in consultation with the Chair)
* taking the minutes of meetings and ensuring back-up information is available where required.

**Trustees-**

Are often called the board or governing body. They make key decisions about the direction the charity will take and how its purposes will be carried out. They also make sure that the charity has the resources and policies it needs to do this well and to comply with legal requirements. The Trustees are individually responsible for their contribution to the charity’s governance – whether it complies with the law and its policies, fulfils its objectives, and stays accountable to its service users and others – and the organisation’s overall effectiveness. Their opinions all have equal weight. But decisions are made collectively as a group.

**The Senior Leadership Team**

**Consists of Executive Team and Officers**

**Chief Executive-**

**(Chief Executive of Theatre and Chief Executive of Outdoor Adventure)-**

The Chief Executive is the highest role in the organisation. The Chief Executive Provides leadership and is responsible for the organisation’s management. Working closely with the board of trustees, they develop the organisation’s long-term strategy, budget and business plan and ensure it complies with the law and regulations.

The Chief Executive will ensure regular monitoring of the sessions (usually once a month) to ensure they are achieving the RHYO goals and aims and making sure everyone is safe.

* The Chief Executive is the main contact if there is a problem or concern.
* Typically a chief executive will:
  + Prepare a strategic plan and annual budget for approval by the board of trustees
  + Operate within the annual budget and ensure management and HR policies are up-to-date
  + Recruit and work with the Senior Leadership Team.
  + Establish and monitor key indicators of the organisation’s impact and financial health
  + Represent the organisation at external events and publicity opportunities
  + Maintain awareness of risks and changes in the external environment that affect the organisation
  + Build an effective working relationship with the chair of the trustee board
  + Supply regular reports to the trustee board and attend trustee and sub-committee meetings
  + Ensure the organisation’s volunteers are focused on achieving its mission and aims.
  + Ensure the organisation fulfils its legal, statutory and regulatory responsibilities
  + Establish mechanisms for listening to the views of beneficiaries on the organisation’s performance
  + Help to ensure a sustainable income from individual, corporate, legacy and trust donations
  + Represent the organisation to the media and give interviews
* Key skills
  + Leadership skills: A prime role of a chief executive is to motivate volunteers and he or she needs personal drive and energy to achieve this
  + Advocacy skills: Chief executives are often the public and private face of their organisation and need to be able to effectively promote its aims
  + Excellent interpersonal skills: Chief executives need to build relationships with a variety of people, from beneficiaries and volunteers
  + Financial acumen: Chief executives have to set and operate a budget and, increasingly, develop social enterprise activities that provide a surplus for the organisation
  + A quick learner: Chief executives need prior knowledge of the organisation they wish to work for but also, once in post, to quickly get up speed with the situations of beneficiaries and the nature of service provision and aims

**Assistant Chief Executives**

* The primary role of the Assistant Chief Executive is to support and assist in the smooth running of the organisation and to support the chief executives in all aspects of business.
* Ensure the Senior Leadership team is assisted effectively with the management of their diaries, projects and volunteers.
* Assist the Senior Leadership team with administration and document preparation for performance reviews, projects, trips, briefings and forward planning.

Main responsibilities and accountabilities:

* Help with forward planning, document preparation, funding applications, proofreading, inbox and diary management.
* Draft letters and emails, presentations, and briefings.
* Assist with the effective delivery and progression of the RH Youth Organisations objectives, programmes and projects.
* Exercise judgment, flexibility, tact and sensitivity in time management and in managing potential diary conflicts, whilst being mindful of charity priorities.
* Manage relationships with key internal and external stakeholders with a high degree of professionalism and care, taking the initiative to ensure meetings are scheduled in a timely way and that there is ongoing communication and good follow-up to meetings.
* Be an informed key contact and handle internal and external enquiries in a professional manner, liaising with key contacts across the RH Youth Organisation and other charities.
* Administer team meetings, events and activities including logistics, drafting agendas, taking minutes or notes when needed, and recording actions.
* Improve administration processes and spot opportunities to make things more accessible, and simple.
* Meet and greet visitors for the Senior Leadership Team in the absence of the Chief Executive(s)
* Comply with all safeguarding processes and procedures.

**Officer roles-**

**The Health and Safety Officer**

is responsible for

* The maintenance of the fire fighting equipment.
* Maintenance on any equipment.
* Keeping a record of any maintenance.
* Reporting any concerns/issues with equipment.
* Ordering replacement equipment.
* Arrangement of regular fire safety checks and fire drills.
* The Fire Safety Officer undertakes a Fire Risk Assessment for the building.
* To keep a record of all drills.
* To report any concerns to the Chief Executive or Board.

All Team Members must also read and understand the Fire Procedure.

**Development Officer**

Is responsible for

* Design and implement overall recruiting strategy
* Prepare recruitment materials and post recruitment posters/banners to appropriate newspapers, colleges, schools, communities etc
* Source and recruit volunteers by using databases, social media etc
* Arrange school visits- Fun days, team building, assemblies.
* Along with the Chief Executives- Help conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
* Promoting the RH Youth Organisation.
* Assisting Chief Executives with any training for adults.
* Promoting other awards that we offer e.g Duke of Edinburgh
* Finding possible funding to help develop your strategy.

**The Social Media Officer**

The Social Media Officer is responsible for

* The maintenance of the Social Media sites (Facebook, twitter, website)
* To organise any news reportings (Local TV News/Local Paper interviews)
* To over look the running of the main Facebook Page.
* To report any misconduct of Social Media to the Board/Chief Executive.
* To reply to any comments, posts, ratings on social media sites.
* A weekly update on events.
* Promoting the organisation.

**The Child Protection Officer and Deputy- (Chief Executive/Assistant Chief)**

Main Duties:

* Encourage good practice by promoting and championing the child protection
* policy and procedures.
* Monitor and review the child protection policy and procedures to ensure they
* remain current and fit for purpose.
* Regularly report to the Chief Executive/Board.
* Raise awareness of the organisation Child Protection Officer role to parents/carers,
* adults, and children involved in the organisation.
* Raise awareness of the Code of Conduct for working with children to
* parents/carers, adults and children involved in the organisation
* Challenge behaviour which breaches the Code of Conduct.
* Keep abreast of developments in the field of child protection by liaising with the
* Child Protection Officer, attending relevant training or events.
* Organise/signpost appropriate training for all adults working/volunteering with
* children in the organisation.
* Establish and maintain contact with local statutory agencies including the police
* and social services.
* Respond appropriately to disclosures or concerns which relate to the well-being of
* a child.
* Maintain confidential records of reported cases and action taken.
* Where required liaise with the Child Protection Officer and/or statutory
* agencies and ensure they have access to all necessary information.

**Maintenance Officer**

To undertake the efficient maintenance of the building and Organisation, including certain technical and administrative duties to ensure their most effective use. To ensure that the whole Organisation environment and services are maintained to a high and acceptable standard.Ensure that all relevant Health & Safety regulations and records are complied with.

* Maintain and monitor Health and Safety standards, keeping all records and paperwork up to date. Report any failures to comply with the Organisation’s statutory Health & Safety obligations.
* To ensure all roads and paths on the Organisation premises are maintained and clear of obstructions, and appropriate measures are taken to ensure safety in inclement weather.
* To ensure all recommendations arising from health and safety audits, risk assessments and regular maintenance inspections are acted upon.
* To act as “Fire Warden” and assist with regular Organisation fire-drills and recommend improvements to safety where necessary (termly). Regularly test fire alarms as required.
* To adhere to the Organisation’s Safeguarding Policy which safeguards and promotes the welfare of all children.
* Be aware and comply with all policies and procedures.
* To carry out various maintenance duties to ensure the general upkeep and maintenance of the premises/equipment. This will include undertaking repairs and improvements.
* Carry out a preventative, planned maintenance programme and undertake routine inspections of the buildings, fixtures, fittings, premises and grounds to assess for minor works or repairs required. Report any defects/issues to the Executive Team.
* Order supplies, via the Executive Team, in order to maintain the necessary stock of appropriate resources.
* To undertake training as required.

**Leaders of the Organisation**

**Team Leaders Role-**

Team Leaders are responsible of running a session (e.g Challengers Session) There is only one Team Leader in each session some of their responsibilities are-

* Responsible for all adults, young people in their Session.
* Must be 18+ to run a session.
* Develop a strategy the team will use to reach its goal.
* Provide any training that team members need (organised through the Chief Exec).
* Communicate clear instructions to team members.
* Listen to team members' feedback.
* Monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed.
* Manage the flow of the running of the session.

**Assistant Team Leaders-**

For each session there is a group of adults which are known as The Team.

Some of their responsibilities are-

* Assist the team leaders in the running of the session.
* Provide input to sessions (e.g game ideas or session planning)
* Responsible for looking after young people in the session.
* Preparing sessions e.g setting up an activity.

**The Young Team Leaders-**

For each session there can be a group of 14-17 Year olds that can help the Adult Team Members to assist with running of a Session. There is a cap of 4 Young Team Members per Session.

Some of their responsibilities are-

* Help Team Members set up games/activities/ run games
* Provide input to sessions
* Help Team Members in an activity for example: a Team Member may need an extra pair of hands to help with demonstrations.

Note- That Young Team Leaders can not run a session without an adult as they are still a Young Person.

**Other volunteering opportunities-**

Young people outside/inside the organisation will havea chance to take the lead in running/helping a session. To help them achieve the saltire award or the Duke of Edinburgh award scheme.

We will be contacting the local schools/newspaper to advertise this opportunity.

**RHYO Events Team**

open to ages 14+

The Events Team is responsible for working under the instructions of the Chief Executives and RHYO Board, assuming the role of ticket taker, welcoming guests, inspecting equipment for damage after use, and checking equipment against an inventory list, among other duties.

**RHYO Events Team Responsibilities:**

* Working under the instructions of the Chief Executives and RHYO Board.
* Loading equipment into vehicles/trailers for the event.
* Unloading equipment from vehicles/trailers and setting up venues for events, including chairs and building stages etc.
* Working as ushers and ensuring that seating arrangements adhere to fire code regulations.
* Operating cash registers/card machines.
* Ensuring the event hall is clean and organised.
* Helping run stalls like raffle, tombola, tuckshop, teas/coffees etc
* Adhering to event safety standards.
* Ensuring excellent levels of customer service.
* Undertaking security duties.
* Assuming the role of Ticket Taker and welcoming guests.
* Setting up lighting and sound equipment.
* Dispensing useful information to event-goers.
* Inspecting equipment for damage after use and checking it against an inventory list.
* Packing up equipment when the event is completed.