



Head of Operations and Safeguarding

Reports To:

The Youth 2000 Head of Operations and Safeguarding will report to the Youth 2000 National Director and will have regular day-to-day contact with the Youth 2000 staff and wider volunteer team.

Job Overview:

We are looking for a pro-active, dynamic and organised person to join the expanding Youth 2000 staff team to lead the operational management of all 'in-person' Youth 2000 events including: Festivals, Retreats, Worship School Weekend, Mission Team retreats and Fundraising events. This role will be mainly office based, but will also work onsite at all events and therefore must be willing to adapt to the pressures of an onsite environment.

Responsibilities and Duties

The key responsibilities and duties of the Youth 2000 Head of Operations are as follows:

- To be the lead contact for all events, working with the Youth 2000 staff team and volunteers from event preparation all the way through to the post-event review, ensuring all event operational activities are managed appropriately and on a timely basis
- To be the main point of contact between Youth 2000 and event venues: maintaining good relationships with existing venues, identifying suitable new venues, coordinating site-visits, carrying out risk-assessments and so on
- To provide administrative support to all Youth 2000 festivals and events, including coordinating the Churchsuite booking platform, managing all room bookings in conjunction with venues, monitoring the events@youth2000.org inbox for any operational related queries
- To manage the budget for all retreats, festivals and fundraising events ensuring pricing fully covers the cost of running the event. To ensure all event related payments, invoices and expenses are posted on a timely basis to Xero
- To manage the wider volunteer team, including scheduling and rostering the volunteer roster at festivals and events, to provide training to volunteers on key job areas including: registration, café, sound desk etc.
- To act as the designated Safeguarding Leader at in-person Youth 2000 Retreats - ensuring that safeguarding training is delivered to all volunteers, and that any safeguarding matters are dealt with appropriately and timely.
- To act as the lead Health & Safety and First Aid contact onsite, ensuring all risk assessments and training are up-to-date and fit for purpose for the event
- To manage any event contractors hired in to assist with the event e.g. AV Technicians, Photographer, Videographers etc.



- To coordinate the safe set-up and pack-down of each event, including the transportation of equipment from the storage units etc.

Christian commitment

- A committed and practising Catholic Christian
- A commitment to pursue a life of mission and personal holiness, on-going personal Catholic formation and professional development

Qualifications and experience (essential)

- A good understanding of and empathy for the charism, work, vision & mission of Y2K
- Relevant experience in event operations and management
- Ability to meet deadlines and problem solve under pressure
- IT literacy

Qualifications and experience (desirable)

- Event related qualifications e.g. Health & Safety, IOSH, First Aid, Safeguarding/Mental Health training, etc.
- Experience of bookkeeping or financial administration & accounting software such as Xero
- Experience of events related software e.g. Churchsuite, Eventbrite, Mailchimp
- Full driving licence and ability to drive a van

Character, gifts and capabilities

- High-levels of faith, humility, teachability, integrity and resilience
- Strong social and communication skills with an ability to work with a range of stakeholders to deliver an excellent event/retreat experience, particularly young mission team volunteers.
- Excellent organisational skills, resourceful and self-motivated, with an ability to work under pressure and to be a 'self starter'
- Ability to work independently and within a team environment
- Flexible and able to work weekends (festivals and events) as needed (with time off in lieu - TOIL)
- Attention to detail, capable of multitasking and able to manage time effectively
- Ability to adapt to and quickly learn new software programmes where not familiar with such programmes (Churchsuite, Xero)



Full-time: The role is 37.5 hours per week (with opportunity for flexible working) to include Youth 2000 events during evenings and at weekends (with TOIL).

Location: Flexible working. On-site in Leeds and home-working.

Contract type: 12 month contract **Salary** c. £27,500 pa depending upon experience

Occupational requirement: Due to the nature of this role, the Youth 2000 Head of Operations must be a committed and practising Catholic Christian in good standing with his / her local priest and committed to on-going personal formation and development.

Application process: Please send a comprehensive personal statement demonstrating how you match the role criteria together with a CV and the names of two professional referees and one pastoral referee who may all be contacted **during** the interview process together with a signed automatic disqualification declaration form below to jade@youth2000.org. Please note that any appointment will be subject to satisfactory references and an enhanced DBS check and proof of the right to work in the UK. If you would like to discuss the role informally before applying please contact us by emailing the address above.

Closing date: 31st January 2023
Interviews: 13th-24th February 2023
Start date: Flexible