

## Job Description

Organisation:	Centre for Youth Ministry
Job Title:	Commercial Services Manager/Head of Commercial Services
Salary range:	CYM Senior Manager/Professional c £32,000 (plus pension contribution)
Line Manager:	Executive Team Leader
Terms:	Permanent full-time post (37 hours a week). Flexible working and part-time applications will be considered.

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### Job Purpose

The Commercial Manager oversees, and is active in enhancing, the commercial activities and corporate infrastructure of the Centre for Youth Ministry Ltd

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As a Senior Manager in the Core Services Team you will:

1. Be responsible for the professional financial management of the charity; ensuring due diligence in budgeting and financial transactions; and providing clarity of reporting to trustees, stakeholders and statutory bodies.
2. Ensure the commercial relationships that CYM are contracted to undertake, with universities and other bodies, are properly established and administered
3. Ensure the commercial relationships that CYM establishes with agencies to deliver CYM courses are properly established and administered
4. Oversee routine financial activities of CYM by delegating and monitoring the tasks assigned to CYM team administrators.
5. Take a lead in developing and implementing a well informed and well executed marketing strategy for CYM in consultation with the Executive Team
6. Take a lead in developing and implementing a well informed and well executed fundraising strategy for CYM in consultation with the Executive Team
7. Oversee CYM's online presence, printed publicity and other media relations in conjunction with the Executive Team
8. Work with the Executive Team Leader to ensure that CYM's business infrastructure and operational systems are fit for purpose
9. Work with the Head of Student Services to ensure CYM policies and procedures are current, relevant and well observed
10. Oversee the effective running of the CYM Cores services office, delegating specific responsibilities to other staff in consultation with the Executive Team Leader

The post holder will also be expected to

1. Deputise for the Executive Team Leader in the oversight of CYM Core Services during holiday or extended periods of absence
2. Be a member of the senior management team for CYM Core Services along with the Head of Student Services and Executive Team Leader
3. Supervise and manage staff as agreed with the Executive Team Leader
4. Represent CYM to external bodies and attend appropriate meetings as required
5. Attend CYM Board meetings, sub-groups and associated governance meetings as required
6. Undertake any such duties as reasonably requested by your line manager or the Board that are commensurate with your role.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Expertise of commercial operations</li> <li>• Essential legal requirements</li> <li>• Business operations</li> <li>• Managing financial budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Sage accounting software or equivalent package</li> <li>• HR practices</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Capacity to manage diverse responsibilities</li> <li>• Good interpersonal skills</li> <li>• Leadership skills</li> <li>• People management skills</li> <li>• Project management skills</li> <li>• Good communication skills</li> <li>• Good ICT skills</li> <li>• Good organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Effective negotiation skills</li> <li>• New media ICT skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Competent and effective manager</li> <li>• A track record of successfully managing a commercial enterprise</li> <li>• Working within organisations that require strong policy frameworks</li> <li>• Creating, developing and reviewing policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and appreciation of overseeing online communications and handling other media</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Accountancy qualification (ACCA or CIMA) or equivalent level of professional competence in financial management by proven experience</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualification in Business Management</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Confident, creative and capable individual</li> <li>• Effective team player</li> <li>• A key contributor in facilitating and motivating others</li> <li>• Aptitude in developing business relationships</li> <li>• Self motivated</li> <li>• Committed fulfil the mission and vision of the organisation</li> <li>• Committed to equal opportunities and diversity</li> </ul>	

CV applications with a support statement demonstrating how you meet the essential criteria in the person specification will be considered for short-listing and interview. Applications can be submitted by email, fax or post. **The Deadline for applications is Tuesday 21<sup>st</sup> September at 12 noon – interviews will be held on Wednesday 29<sup>th</sup> September.**

**Email:** [admin@centreforyouthministry.ac.uk](mailto:admin@centreforyouthministry.ac.uk) with **CSM Application** in subject line  
**Fax:** 01793433288 and **Post:** Centre for Youth Ministry, Trinity Business Centre, Stonehill Green, Swindon, SN5 7DG marked **FOA Nick Shepherd/CSM Application**