

Job Title **Charity Manager**

28-35 hours per week

Salary circa £28,000 pro rata (negotiable based on experience)

Job Purpose: The Charity Manager works alongside the Services Manager and the Fundraising and Volunteer Coordinator to drive the delivery of quality, inclusive services for people of all ages with disabilities or support needs. The post holder will build and maintain productive relationships with the local community and public, private and voluntary sector partners and will manage key aspects including budgeting, financial reporting, facilities management, fundraising and health and safety.

- Key Tasks:**
1. To **coordinate strategic planning** for SensationALL, working with the Services Manager to develop and then deliver an ambitious, viable and sustainable organisational plan
 2. To **represent the charity positively and professionally** at meetings, events and presentations; working to build reputation, raise funds and create partnerships
 3. To **manage financial planning and budgets**, cost control, projections, monthly accounts, salaries and reporting, supporting accurate and transparent financial information for all relevant stakeholders
 4. To **manage the Office Coordinator and external contractors** commissioned by SensationALL, providing direction, guidance, support, development and review to enable the delivery of agreed objectives
 5. To **maintain, review and develop a comprehensive suite of organisational policies and procedures** to support and provide consistency within a growing and ambitious charity
 6. To work alongside the "School's Out" Club Manager and Services Manager to **ensure effective maintenance and use of all facilities at the Old Schoolhouse (OSH)** and, where appropriate, to maximise revenue from external lets. Lead responsibility for the Management of Health and Safety
 7. To oversee the coordination of marketing and external communication, working with contractors, managers, staff, volunteers, Trustees and other stakeholders
 8. To coordinate the production of a plan and budget for the development of the OSH to achieve the charity's vision of a vibrant and sustainable community asset.

This is not an exhaustive list, which may be added to or amended at any time with prior discussion and agreement between the post holder and the Board of Trustees.

Key Outcomes: 1. Produce accurate and detailed monthly, quarterly and annual financial reports as required by statute and as requested by the Board

2. Increase the use of OSH facilities by community groups and coordinate all activities at the OSH, with a view to increasing revenue from this income stream.
3. Attend meetings and events to promote SensationALL, building capacity via partnerships, networks and fundraising
4. Manage the performance of relevant staff members, holding monthly performance conversations and ensuring delivery of their performance objectives
5. Produce quarterly Health and Safety reports / summaries for the Board of Trustees; take prompt and effective action where any H&S issue occurs
6. Attend at Board Meetings when required, updating Trustees on all relevant activities on a timely basis.

Responsible for:

- a) Coordinating a robust strategic plan for charity growth and sustainability
- b) Office Coordinator and all external contractors commissioned by SensationALL
- c) The provision of a healthy and safe working environment for all staff, service users and volunteers
- d) Shared responsibility for the condition of all equipment used at SensationALL

Reporting to: The Board of Trustees (one Trustee will be named as key contact)

Skills and Attributes	Essential / Desirable	Assessed
Experienced at networking, building and maintaining positive, professional relationships	Essential	Applic and interview
Experience of communicating effectively and positively with staff, volunteers and other stakeholders	Essential	Applic and interview
Ability to forecast, maintain and report on budget, income and expenditure	Essential	Applic
Ability to represent the charity at corporate events, delivering presentations and at relevant meetings, ensuring the values and purpose of the charity are clearly conveyed to all	Essential	Interview
Ability to manage staff, providing support, guidance and motivation and overseeing the delivery of relevant objectives	Essential	Applic and interview
Understanding of and experience within the third sector / charity organisations	Desirable	Applic and interview
Facilities management experience, including engagement with and management of external service providers	Desirable	Applic and interview
Experience and / or qualification in Health and Safety	Desirable	Applic and interview