

Interim Charity Director Job Description and Person Specification

Job title:	Interim Charity Director: <i>6 Month Post in the first instance</i>
Responsible to:	The Board of Trustees
Line manager to:	Finance Manager, Operations and Development Manager, Early Years and Family Support Manager, Youth Services Manager, BluePrint Project Co-ordinator
Hours of Work:	Part time: <i>21 hours a week by arrangement.</i>
Location:	Based in Donnington Doorstep, East Oxford– travel across the County may <i>be</i> required.
Remuneration and conditions of service:	The salary scale is £35,336 to £37,568 pro-rata. Holiday entitlement of 6 weeks inclusive of statutory bank holidays. Access to pension scheme Candidates must be eligible to work in the UK.

Staff have an individual responsibility to safeguard & promote the welfare of all children; to be an advocate for children’s right to play, to be listened to & to be safe.

Job Purpose Summary:

- 1) To lead Donnington Doorstep in the strategic development of its vision: Children, young people and families are safe, happy and thriving as part of their local community, and ensure effective delivery of its services, maintaining the commitment of staff and the mission and ethos of the organisation.
- 2) Review the current structure of Donnington Doorstep and manage the change process necessary to ensure sustainability.
- 3) Enhancement and implementation of a partnership approach to respond to the emerging local third sector landscape

Main Responsibilities

Strategic leadership:

- Provide vision, leadership, direction and management of change in collaboration with the Board, staff, partners and service users.
- Lead on strategy development, business planning and financial planning, in partnership with the Board, define and articulate Donnington Doorstep’s vision and mission and develop plans and approaches accordingly.
- Further develop and embed Donnington Doorstep Theory of Change and associated KPI’s, monitor and report accordingly, ensure that impact reporting is developed.
- Develop and monitor strategies and processes for ensuring the long term viability of the organisation in partnership with OX4 organisations.

- Provide overall strategic direction, operational and financial management of service delivery to ensure Donnington Doorstep meets its charitable objectives.
- Recruiting Trustees with the skills, contacts and time to contribute effectively to the running of the Charity

Governance:

- Support the Board in their responsibility to ensure Donnington Doorstep has robust governance structures.
- Work with the management team to prepare the annual report and annual accounts for authorisation by the Board and then submission to The Charity Commission and Companies House.
- Report to the Board on the organisations operational and financial performance, including reporting on all significant matters and any issues arising.
- Alongside the Board take responsibility for the legal obligations of the organisation in accordance with The Charity Commission and Companies House.

Financial and Resource Management:

- Develop a funding strategy that explores, implements and maintains short and long term funding options, that are broader than trust and foundations.
- Develop appropriate partnerships with other service delivery organisations within context of new commissioning landscapes and the organisations vision, with a focus on OX4.
- Ensure that income meets our service delivery expectations, exploring and securing new income, writing bids and reporting in accordance with contracts.
- Lead, develop and maintain all major funding and commissioning relationships, both statutory and non-statutory
- Financial management of the organisation, working with the Finance Manager and Trustees, preparation and oversight of budgets and resources, inclusive of reviewing and reporting frameworks.

Partnership relationships and management:

- Build strong and purposeful strategic relationships and alliances in the local and regional voluntary and statutory sector.
- Represent Donnington Doorstep in local partnerships, networks and forums, with a primary focus on OX4. To meet the identified needs of the community, in accordance with Donnington Doorsteps objectives.
- Enhance relationships and strategic partnership agreements and arrangements with OX4 Food Crew Alliance, Flo's, Art-T, Waste2Taste and Safe!

Operational Management:

- Provide value driven leadership, support and professional development across the organisation
- Monitor and review the organisational structure, its performance and quality of service delivery.
- Lead the delivery of value driven high quality services across the organisations, inclusive of operational planning, monitoring and review.
- Ensure Donnington Doorstep has relevant and appropriate up to date policies and procedures in place to support staff and service users, work with the Operations and Development manager on the cycle of review.
- Ensure services are meeting relevant standards, regulations and procedures inclusive of Health & Safety, Safeguarding and Equality, Diversity and Inclusion.
- Acting as one of the three Safeguarding Leads for the Centre and managing concerns from staff, users and visitors to the Centre, in line with policy and procedures.
- Lead on the development and implementation of a performance management review process across the organisation.

People management:

- Effectively line manage service managers and oversee a diverse staff team.
- Ensure a culture and ethos of consultative & collaborative working throughout the organisation
- Maintain effective relationships with internal and external stakeholders including Local Authorities, funders, service users, trustees and local service providers
- To maintain the ethos of Donnington Doorstep through the management of staff, the manner and nature by which you manage projects and by taking a lead in the active engagement of partner organisations and the community.

Other:

- Be the “external face” of Donnington Doorstep representing the organisation in developing relationships with relevant agencies and individuals
- Promote the work of Donnington Doorstep where appropriate
- Carry out any other work or duties that are reasonably requested

Under arrangements introduced for the protection of children Doorstep is entitled to check with the Disclosure and Barring Service for the existence and content of any criminal record held in the name of an applicant who will have substantial access to children. The disclosure of a criminal record or other information will not debar you from appointment or registration unless we consider that the conviction renders you unsuitable. In making this decision Doorstep will consider the nature and date of the offence, your age, when the offence was committed and any other factors that may be relevant.

We will interview people who can show in their covering letter that they meet the “Essential” Qualities in the Person Specification below as well as taking into account the Competencies. We will use the interview and assessment process to establish if candidates have the “essential” qualities and meet the competencies. If we have more than one candidate who has all the “essential” qualities we shall also refer to the “desirable” qualities. The receipt of suitable references (one of which must be the most recent employer) is essential to a contract being issued.

The successful applicant will be a dynamic, hands-on self-starter, have a track record of achievement in a relevant area, have a flexible approach as well as be passionate and ambitious for the positive impact of Donnington Doorstep on the local community. They may have a background in a children’s centre, a community based charity, social work or education.

PERSON SPECIFICATION Charity Director

REQUIREMENT	ESSENTIAL / DESIRABLE
1. Knowledge / Qualifications <ul style="list-style-type: none"> ○ Educated to degree level or equivalent relevant experience ○ Qualification in Social work, Education or Childcare, Health, Youth Work or similar ○ Knowledge of local government, the voluntary sector and/or community work 	Essential Desirable Essential
2. Experience <ul style="list-style-type: none"> ○ Strategic leadership and operational management. ○ Experience of a family or children’s centre ○ Experience of managing a diverse staff team ○ Has successfully raised funds and applied for grants ○ Experience of a drop in centre, a playgroup, youth work, family issues and/or child development ○ Experience of tackling child poverty and/or of bringing up children ○ Experience of working with people from a wide range of income, ethnic social and language backgrounds. ○ Have an understanding of and commitment to Children’s Rights and Equality, Diversity and Inclusion. 	Essential Desirable Essential Desirable Desirable Desirable Essential
3. Skills <ul style="list-style-type: none"> ○ Able to lead and manage a small family centre charity ○ Able to manage and lead a staff team ○ Able to raise funds and apply for grants ○ Able to relate well to external agencies ○ Able to relate well with family members using the centre ○ Able to report to and work with a voluntary managing board 	All essential
4. Values The Doorstep Manager will be committed to the values of a small but long-standing family centre. She/he will understand the importance of working in a community setting to assist parents, from a wide range of backgrounds, in the difficult task of raising children.	Essential

COMPETENCIES

<p>Communication</p> <p>The ability to interact and communicate effectively with a range of audiences, both at a written and spoken level.</p> <ul style="list-style-type: none"> • Speaks clearly, confidently and concisely • Listens without interrupting • Uses appropriate body language and tone of voice • Adapts style (written & spoken) to suit audience • Avoids jargon • Presents information in a way that others can understand • Is able to produce written reports to an appropriately professional standard 	<p>Results</p> <p>The ability to put in the necessary effort to achieve results and remain focused during testing periods.</p> <ul style="list-style-type: none"> • Able to act on own initiative • Meet agreed deadlines • Organise own workload • Recognises what needs to be done & does it • Remains motivated and focused despite setbacks or distractions • Puts in extra effort, when necessary
<p>Problem Solving & Decision Making</p> <p>Ability to analyse and resolve problems in a timely and appropriate manner.</p> <ul style="list-style-type: none"> • Explores the issue from a number of angles • Digs beneath surface to identify the real issue • Reflects on own practice • Work with ambiguity • Avoids getting bogged down in detail • Makes timely and appropriate decisions • Recognises the wider impact of decisions • Where appropriate, involves those who are effected by decisions 	<p>Effective Relationships</p> <p>Ability to form supportive, empowering relationships with others, including young people.</p> <ul style="list-style-type: none"> • Treats people with respect • Warm, friendly and approachable manner • Builds on common values/purpose • Shows empathy • Demonstrates confidence in others' abilities • Avoids creating dependency • Manages conflicts when needed • Actively seeks ways to work with others • Works collectively to achieve goals