

Charity Director Job Description and Person Specification

Job title:	Charity Director
Responsible to:	The Board of Trustees
Line manager to:	Finance Manager, Admin Manager and Services Manager
Hours of Work:	18.5 hours (3-4 days) per week (negotiable)
Location:	Based in Donnington Doorstep, East Oxford. Some home-working possible.
Remuneration and conditions of service:	The salary scale (NJC 31 to 33) £40,476 to £42,708 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) To manage, fund raise and further develop services at Donnington Doorstep.

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.
- Develop and monitor strategies and processes for ensuring the long-term viability of the organisation, including care and maintenance of our building.
- Recruiting Trustees with the skills, contacts, lived experience 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 organisation's 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. .
- Develop appropriate partnerships with other service delivery organisations.
- Ensure that income meets our service delivery expectations, exploring and securing new income, writing bids and reporting in accordance with contracts.
- 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 Doorstep's objectives.

Operational Management:

- Provide value driven leadership, support and professional development across the organization.
- Monitor and review the organisational structure, its performance and quality of service delivery.
- Ensure Donnington Doorstep has relevant and appropriate up to date policies and procedures in place to support staff and service users.
- Ensure services are meeting relevant standards, regulations and procedures inclusive of Health & Safety, Safeguarding and Equality, Diversity and Inclusion.
- Acting as one of the Safeguarding Leads for the Centre and manage 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 being 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"> o Educated to degree level or equivalent relevant experience o Qualification in Social work, Education or Childcare, Health, Youth Work or similar o Knowledge of local government, the voluntary sector and/or community work 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
2. Experience <ul style="list-style-type: none"> o Strategic leadership and operational management. o Experience of a family or children's centre o Experience of managing a diverse staff team o Has successfully raised funds and applied for grants o Experience of a drop-in centre, a playgroup, youth work, family issues and/or child development o Experience of working with people from a wide range of backgrounds. o Have an understanding of and commitment to Children's Rights and Equality, Diversity and Inclusion. 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>
3. Skills <ul style="list-style-type: none"> o Able to lead and manage a small children's centre charity o Able to manage and lead a staff team o Able to raise funds and apply for grants o Able to relate well to external agencies o Able to relate well with family members using the centre o Able to report to and work with a voluntary managing board 	<p>All essential</p>
4. Values <p>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.</p>	<p>Essential</p>