## Charity Manager

## Job Description and Person Specification

**Job Title:** Charity Manager

**Hours:** 20 hours per week

**Salary:** £30,000 pro rata (£16,216 actual)

**Duration:** Permanent

**Responsible to:** CEO

**Department:** Life Chance Trust

**Office base:** College House, Newton Abbot. Some flexibility for home working

**Key Role Purpose:**

The Life Chance Trust is a new formed charity based in Devon, which aims to provide a range of support and financial assistance to young people between the age of 16-25 that have complex life histories and have experienced trauma.

The Charity is part of the Life Chance Group, which also consists of an Independent Therapeutic day school with two sites in Devon, Life Chance Training, and also Life Chance Care which offers private assessments for children to enable their needs to be better supported in a mainstream school environment.

Our Mission is to transform Life Chances in our communities. Our Values are to Care, Nurture, inspire.

* *We want to directly support our young school leavers and others who have similar backgrounds in our communities.*
* *We want to offer help to parents / families and carers who are helping these children and young adults.*
* *We will also consider supporting other groups and individuals who are transforming life chances of those impacted by trauma in their communities”*
* *The Charity aims to help in the following areas:*

|  |  |  |  |
| --- | --- | --- | --- |
| **A.  Accessing Your Next Steps** | **B. Vocational Support** | **C. Living Well** | **D. Community Reach** |
| * Support with financial grants
* Life Skills assistance
* Access to Coaches & Mentors
* Application Support
* IT equipment  and help with transport costs to further education
 | * Training support
* Work Experience
* Vocational and career help
 | * Therapeutic support
* Wellbeing programmes
 | * Housing Support
* Family Respite Support
 |

## **Scope of the Role**.

To provide effective day to day management relating to all aspects of the charity’s set up and operations.

To ensure the financial sustainability of the charity by identifying and securing appropriate funding that supports the mission and values of the charity.

To work with other key partners to extend the scope of services that we can offer beneficiaries.

To clearly demonstrate and promote the positive impact of the Charity

## **Main duties and responsibilities**

* To manage all operational activity of the charity according to the strategic direction provided by the Board of Trustees
* Have key role in the full charity set up and what can be delivered in Y1-3.
* To be responsible for planning and delivering a range of support, services and financial grants for young people, families and carers whose primary focus is to improve the life chances of young people with a history of trauma.
* To be responsible for aspects of staff and volunteer management, including recruitment and supervision
* To be responsible for all aspects of service delivery, grants and performance, including monitoring and reporting KPI outcomes to funding bodies and donors.
* To report to the Board of Trustees, providing Board reports and accurate, up to date information pertaining to contracts and new business.
* To undertake all aspects of business development including identification of funding opportunities, bid writing and tender submissions.
* To work in partnership with external partners to drive awareness, identify beneficiaries and engage with the wider community.
* To maintain existing and develop new partnerships with statutory, voluntary and private sector orgs for the benefit of young people and their families
* To develop and manage initiatives, events and campaigns, working with the Marketing team, to increase engagement young people and their families and ensure we can measure the impact.
* To be responsible for updating and revising the charity’s Business Plan and fundraising Strategy in accordance with the Boards strategic direction
* To lead on new and innovating fundraising initiatives
* To develop and maintain policies and procedures in accordance with the board’s strategic direction
* To undertake any other relevant duties within the overall scope of the role, as requested by Life Chance CEO, and Trustees.

**Person Specification**

**Education/Professional Qualifications**

* Educated to degree level or equivalent by experience (E)
* Management Qualification (D)

**Key Skills and Experience**

* Experience of contract and performance management (E)
* Experience of managing staff and volunteers (E)
* Track record in identifying and securing new funding streams and value in kind services (d)
* Experience of budget setting and budget control (E)
* Experience of providing information, advice and guidance services (E)
* Experience of developing and maintaining partnerships with statutory, voluntary and private sector organisations (E)
* Experience of working with young people with SEND or SEMH and their families (D)
* Understanding of the current issues affecting young people who have complex life histories and have experienced trauma (D)
* Experience of managing and updating a website (D)

**Key Competencies and behaviours**

* Highly competent in the use of emails, internet, MS Office and social media platforms (E)
* Flexible and adaptable approach (E)
* Proven customer service skills (D)
* Understanding of Health and Safety legislation (E)
* A good communicator with excellent interpersonal skills (E)
* Ability to work as part of a team and on own initiative (E)
* A commitment to working in partnership with young people, parents/carers (E)
* The ability to prioritise and manage your work load (E)
* Ability to work under pressure (E)
* Understanding of data protection and confidentiality (E)
* Good time-management and organisational skills (E)
* Ability to motivate and empower people (E)
* Commitment to equal opportunities and anti-discriminatory behaviour (E)
* High levels of commitment, reliability and motivation (E)
* A commitment to the safeguarding and protection of children and young people(E)
* Ability to undertake travel as required (E)
* Able to occasionally work outside of contracted hours if required (E)
* A commitment to support the work of Life Chance Group across the South West (E)
* Travel required across South West. Clean Drivers license and own car essential. (E)

Essential criteria (E). Desirable criteria (D)