



Supporting children and young people
through the death of a loved one.

JIGSAW SOUTH EAST

CHARITY DIRECTOR

JOB DESCRIPTION

Job Title: Charity Director

Location: East Court, East Grinstead RH19 3LT
Office base 1.5 days per week with other hours flexible/ home/external

Hours: 21 per week

Terms: Jigsaw South East terms and conditions of service, some specific to role.
Permanent contract with probation period and three months' notice period.

Salary: £22,800 (Full time equivalent is 35 hours/£38,000)

Accountability: The Board of Trustees

Jigsaw South East is a local child bereavement charity, covering Surrey, parts of West and East Sussex and West Kent. We offer advice and support services to children and young people in the lead up to and after the death of a loved one. Our vision is that children and young people will not be alone in their bereavement journey. Our Mission is to deliver advice and support services to children and young people experiencing the death of a loved one to help them move forward with their lives.

We are seeking an exceptional and inspirational leader, with charity experience, who is ready to accept the opportunity of taking Jigsaw South East forward with its strategic objectives; Focusing on innovative and responsive service delivery that meets the needs of the children and families that we support and establishes us as an expert organisation; Ensuring we have dedicated, highly committed support workers who are able to meet the needs of our children and families. You will be an expert at leading and developing an effective medium sized charity.

You will have a track record of organisational leadership, developing strategy, building key strategic relationships, delivering strong communications, helping to build organisational capability, whilst generating significant financial growth and delivering measurable results.

Experienced and talented - in leading a staff team and volunteers who ensure delivery of our excellent front-line services; in working with trustees to address the strategic priorities of quality, efficiency and sustainability; in grant applications and income generation: in marketing and communications: brand; volunteers and fundraising.

Main purpose of the role

- Provide strategic direction by leading and further developing a quality service.
- To ensure income supports financial stability and growth of our services to meet needs.
- To increase our service's visibility and impact, particularly with statutory funders, and establish a reputation as an expert organisation
- To ensure the charity fulfils its legal, statutory and regulatory responsibilities.

Principal Duties & Responsibilities

- Work on behalf, and with the Board of Trustees to develop a Strategic plan to ensure the ongoing sustainability, growth and success of Jigsaw South East
- Act as a strong figurehead for the charity; a positive ambassador with our current and potential funders.
- Lead the Senior Management team.
- Lead on all aspects of income generation, with direct work on grant applications and driving diversifying income generation opportunities.
- To be a positive leader and role model for employees and volunteers.
- Promote the work of the charity to supporters, businesses and the community, representing the charity externally in raising awareness of the charity's work and develop income generation
- With the Trustees, manage the charity effectively, ensuring that its financial security is maintained and enhanced.
- To develop and manage relationships with patrons, trustees and ambassadors and to take the lead for the AGM.
- Work with Finance and Resources Manager to deliver against budget.

This is a hands-on role to really get involved in income generation and service opportunities with direct line management responsibilities.

Jigsaw South East works with children and young people and is committed to their safety and wellbeing. The successful applicant will be required to complete a satisfactory DBS check and comply with our Safeguarding policy and our Fundraising Code of Practice. The role will also be subject to satisfactory references.

Jigsaw South East is committed to promoting equality and diversity and a culture that actively values difference and recognises that a diverse workforce contributes to our aim of making our services inclusive and accessible to people from all sections of the community.

If applicants require any accessibility support to complete the application then contact Cecilia Hughes Ceciliahughes@jigsawsoutheast.org.uk 07594422696