



RECRUITMENT INFORMATION

JOB TITLE	Charity Manager
Location	Based at St Faiths Community Centre, Red Post Hill, SE24 9JQ – role will include visits to offsite projects and outreach work within Southwark as well as occasional evening board meetings.
Hours	Flexible and part time, negotiable between 21 – 25 hours per week. We can offer an annualised hours contract to allow the post holder to adjust hours throughout the year.
Salary	£38,000-£42,000 per annum pro-rata, to be reviewed annually (based on 37.5 hrs/week). Employer Contribution Pension Scheme
Annual Leave	25 days per year plus bank holidays – pro rata
Closing date	Sunday 30 th June
Interviews	Tuesday 9 th July
Application and enquiries	Apply via Charity Jobs Quick Apply with a CV and covering letter that demonstrates where your experience meets the job description and person specification. If you would like to arrange an initial conversation with one of our trustees or the existing operations manager, please get in touch via recruitment@steppingstoneslearning.org.uk

JOB DESCRIPTION

ROLES AND RESPONSIBILITIES
<p>SERVICE DELIVERY MANAGEMENT</p> <ul style="list-style-type: none"> • Managing a programme of regular activities through timetabled annual delivery across three terms. • Managing the strategic development of services – proactively learning and understanding the local environment and local needs. • Establishing, managing and overseeing a range of administration processes to ensure the smooth running of services including referrals, enrolments, and regular service user feedback and evaluation. • Ensuring the organisation delivers safe, quality and engaging activities – focus on safeguarding including DBS checks, and health and safety including risk assessing activities. • Manage and support a small team of staff, including the recruitment, and training of new staff. • Ensuring staff and volunteers complete and are up to date with required training and checks. • Monitoring the number of people enrolled in each activity and promoting and advertising activities.

- Managing contract as the external delivery partner for an adult learning service – overseeing the delivery of a programme of Ofsted inspected community learning classes.
- Manage / facilitate or oversee the delivery of weekly and ad hoc social activities and events.
- Creating and reviewing policies and procedures as required.
- Communicating, collaborating and supporting the team of up to 5 tutors. Understanding what they need to run their classes efficiently and supporting them to do so. Managing their contributions and input to complete requirements of fundraising initiatives and for annual events.
- Oversee the recruitment, training, support and management of volunteers.
- Participate in outreach events within the community and being the organisations ambassador

INCOME GENERATION

- Lead on fundraising for all the charity’s work from a range of sources – mainly grants and trusts.
- Develop and sustain effective relationships with core/key funders; be alert to relevant funding opportunities
- Prepare fundraising applications and manage the life cycle of funding partnerships including evaluation.
- Looking for additional income generation opportunities.

OPERATIONS AND FINANCIAL MANAGEMENT

- Varied and wide ranging report writing – collating information and preparing this in various reports for internal and external audiences.
- Creating and managing a budget with regular reconciliation. Using management accounts to monitor income and expenditure, and reporting regularly to the board.
- Managing cash and finance processes including collecting fees, banking and invoicing.
- Managing contracts for office and communication systems.

ENGAGEMENT

- Managing service engagement – this involves working directly with a wide range of people including service users, carers, support workers, family members – to understand the needs and interests of service users and potential service users so that we can best support them when they come to Stepping Stones. In person, by phone, text and email.
- Promoting our services – researching options for further marketing of activities and undertaking outreach activities within Southwark and neighbouring boroughs.
- Building authentic and trust based relationships with key stakeholders
- Undertake partnership / networking / outreach activities to further the aims of the charity

PERSON SPECIFICATION

REQUIREMENTS	CRITERIA TO BE ASSESSED THROUGH APPLICATION AND INTERVIEW
VALUES	Identify with Stepping Stones mission of creating life enhancing, worthwhile and meaningful activities by listening to, learning from and working with adults with learning disabilities.
SKILLS	<ul style="list-style-type: none"> • People skills – ability to build rapport with wide range of people

	<ul style="list-style-type: none"> • Strong writing skills – be able make the story of Stepping Stones come to life • Presentation skills, 121 and in group presentation setting • Organisational skills – managing funding and activity timetables, meeting deadlines and identifying priorities
<p>EXPERIENCE</p> <p>D – Desirable E - Essential</p>	<ul style="list-style-type: none"> • Proven fundraising and income generation experience, including grant applications –E • Experience of systems and processes that support service delivery in a charity or business environment – E • Knowledge of the voluntary/charitable sector – E • Knowledge of safeguarding – E • Experience of managing staff and volunteers – D • Experience of working autonomously – D • Experience of managing or delivering services – D • Experience of working with people with learning disabilities or other marginalised and vulnerable groups - D • Experience of working within community development –D • Experience of using Microsoft Windows applications, Word and Excel or similar - D • Experience of organising charity events - D • Knowledge adult education or other educational environments – D • Knowledge of social care sector - D
<p>ELIGIBILITY AND REQUIREMENTS</p>	<ul style="list-style-type: none"> • You must be able to provide evidence that you have the right to work within the UK. • This role will require attendance at occasional evening meetings and other out of office hours events. • An enhanced DBS check will be required.