



# Hackney Playbus

<b>Job Title:</b>	Co-Director - Strategy & Finance
<b>Responsible to:</b>	Hackney Playbus Board of Trustees
<b>Contract:</b>	Permanent; 32 hours per week
<b>Salary:</b>	£32, 960 pro rata (reviewed yearly)

## **Job Purpose:**

- To work closely with the Co-Director (Operations) on behalf of the Board of Trustees to develop and deliver on the charity's Strategic Plan to ensure the ongoing sustainability, growth and success of Hackney Playbus in delivering on its mission and aims.
- To act as an ambassador for the charity, representing the charity in public forums
- To manage and safeguard Hackney Playbus assets
- To ensure that service users – Hackney Playbus families – are placed at the heart of everything the charity does

## **Values and Attitudes: The Hackney Playbus Ethos**

All Hackney Playbus employees and volunteers demonstrate the Hackney Playbus ethos and values by working positively as part of a team, delivering high quality services to children and families and by creating a culture where all are welcomed, valued and supported.

## **Principal duties and responsibilities**

### **Governance**

- Ensure the charity is legally compliant, compliant with requirements of the Charity Commission and has the correct insurances in place for the charity's activities and that these are reviewed annually.
- Ensure systems are in place for the Board of Trustees to fulfil its statutory responsibilities and exercise effective control of the charity's affairs.
- Ensure policies and guidelines are appropriate for the charity's work and reviewed regularly by the Trustees, including annual reviews of Children's Safeguarding and Data Protection policies and the Risk Register
- Ensure an annual calendar of Trustee meeting dates, and that meetings are supported through mailing out information and agendas in advance
- Report quarterly or as required to the Board of Trustees on progress against key strategic objectives, providing information and explaining performance
- Develop policy proposals for Trustees discussion and decisions
- Support process of Trustee selection and recruitment in line with policies

### **Strategic**

- Work with Trustees to ensure the charity's vision, mission and strategic plans are reviewed in conjunction with key stakeholders including Hackney Playbus staff, volunteers and families.
- Support and guide team members on the development and implementation of strategic plans to meet short term and long term goals
- Take joint responsibility for achieving, monitoring and reporting on performance against targets in all areas of charity's activities taking action as required
- Be open to feedback and ideas for innovation and change while delivering consistent and reliable services
- Develop a culture of continuous improvement throughout all aspects of the charity's work.

## **Financial**

- Ensure that income is maintained, expenditure controlled in line with budgets and potential risks are identified and managed
- Write annual budget for approval by Trustees.
- Liaise with appointed bookkeeper, ensuring timely payment of bills, invoicing for services, chasing of invoices for payment and maintenance of petty cash systems
- Prepare contracts, apply for tenders, negotiate and agree contracts, Service Level Agreements and acknowledge receipt of funds as required.
- Oversee expenditure and management accounts ensuring that income and expenditure is monitored and reported quarterly to Trustees
- Organise independent examination of accounts with appointed accountant
- Review and if necessary make recommendations to change arrangements with accountants, bookkeepers and payroll service providers.

## **Income Generation**

- Develop income generation strategies to maintain and enhance levels of funding from existing sources and develop new funding streams.
- Work closely with and provide support to the Fundraising Officer on funding applications to ensure continuous and sufficient income.
- Work closely with the Co-Director of Operations to ensure that monitoring reports are submitted to funders in line with requirements.

## **HR**

- Recruit staff as required
- Support and supervise Administration and Fundraising Officers
- Ensure HR policies, procedures and staff contracts are relevant and reviewed regularly to ensure they are fit for purpose.

## **Promotion of Charity**

- Maintain effective networks with supporters and stakeholders
- Network externally and develop partnerships to improve impact and sustainability
- Ensure charity is presented in an appropriate and professional manner to its stakeholders including website, social media, annual, impact and occasional reports
- Represent the charity in public forums and produce or commission written/digital material for promotion

## Asset Management

- Overall responsibility for asset management including Playbus vehicles, premises management, IT, utilities and other overheads.

## Other

- Participate in internal/external meetings and training
- Participate in annual appraisal by appointed Trustee from the Board of Trustees
- To uphold Hackney Playbus safeguarding policies and procedures

## Person Specification

Criteria	Essential (E) or Desirable (D)
<b>Education/Qualifications</b>	
Degree level or equivalent experience	E
Additional training in project and financial management	D
Equity, Diversity and Inclusion training	D
<b>Knowledge</b>	
Working knowledge of HR policy and process	D
An understanding of the challenges faced by families across inner London's diverse communities	E
A good knowledge of the range of services in Education, Health, Social Care and the voluntary sector which contribute to positive outcomes for children and families	D
Working knowledge of compliance areas such as health and safety, safeguarding and risk management	E
Knowledge of charity compliance and accounting regulations	D
Knowledge of working with computer programmes including Microsoft Office, Google Suite and Quick Books	D
<b>Experience</b>	
Experience of working in voluntary and community sector	E
Experience of financial management and administration	E

Experience of project management	E
Experience of developing policies and processes	E
Experience of involving beneficiaries in service planning and delivery	D
Experience of developing relationships across partner organisations	E
Experience of working with a Board of Trustees	D
<b>Skills and Abilities</b>	
Strong attention to detail, across multiple areas of work	E
A commitment to equity, inclusion and social justice	E
Ability to interrogate data and manage budgets effectively	E
Ability to initiate and maintain positive and productive relationships with colleagues and external stakeholders	E
<b>Personal Qualities</b>	
Excellent interpersonal skills	E
Ability to listen, communicate, motivate and inspire teams to work together collaboratively to achieve shared objectives	E
Flexible, proactive and resourceful in the face of challenges	E
Places value on diversity and operates with integrity and openness	E
Commitment to co-production, valuing the voice of lived experience	E