



Job Description and Person Specification

Role: Head of Charity

Reporting to: The Chair and Board of Trustees

Direct Reports: Partnerships Manager, Project Support Officer

Location: Home-based with considerable and frequent travel around Greater Manchester.

Role Responsibilities

Leadership

- To provide leadership by example; creating a positive and cohesive team environment and championing a 'can do' culture.
- To line-manage the staff team, ensuring effective communication, support and the setting of annual objectives, which are regularly reviewed. Attending to HR tasks as necessary.
- Oversee service delivery projects, liaising with staff and volunteers to ensure effective delivery and tangible impact monitoring is achieved.
- A commitment to diversity, equity, and inclusion.

Income Generation and growth

- Drive measurable growth across income streams, with a focus on corporate partnerships, individual giving, and legacy marketing. To make applications to grant making trusts, where appropriate.
- Represent NW Hearts Charity publicly at marketing and fundraising events and promote the charity via our website and social media; thereby increasing our reach and growing our supporter base.
- Develop and oversee new projects, as agreed with the Board, as the charity evolves and grows, gradually delegating the day-to-day management of them once established.

Relationship-building

- Create opportunities to build and nurture relationships with NHS colleagues to become

ambassadors for our charity in their interactions with patients, families and communities.

- Proactively build and maintain a broad network of contacts, recognising and nurturing potential value for the organisation over time
- Facilitate collaborative working with other stakeholders including public health bodies, corporate agencies and community groups.

Charity Management and Governance

- To work alongside the board of trustees to ensure that the charitable objectives are at the forefront of all plans and activities, maintaining a robust governance structure and mitigating organisational risk. .
- Work with the trustees and the team to develop the charity's three-year strategic plan, ensuring that it is reviewed regularly and maintains a clear case for support.
- Overall management of the charity's grant-making function. This includes the setting up of funding rounds, liaison with potential and actual applicants and administrative support to the independent judging panel and successful grantees. Once awarded, the role includes completion of due diligence of recipients and monitoring and evaluation of all awarded projects.

Operational

- Be responsible for the day-to-day financial management within the charity, working closely with the treasurer to prepare budgets and financial reports.
- Attend to day-to-day enquiries which arise from time to time via phone calls, generic emails and post to the office.
- To comply with all policies and procedures and with relevant legislation ensuring compliance with GDPR and Charity Commission regulations.
- To manage other operational duties as required to ensure the smooth running of the charity.

Person Specification

Skills and Abilities

- Excellent IT skills coupled with a keen awareness of emerging technologies.
- Ability to think strategically, whilst managing simultaneous tasks and deadlines.
- A flexible mindset to problem-solving, utilising both creative thinking and data-led opportunities in your approach.

Essential Experience

- A proven record of achievement in a senior leadership role in a not-for-profit or public sector organisation.

- Experience of working with a Board.
- Experience of managing staff and volunteers to achieve individual and organisational goals.
- Have strong financial acumen with experience of managing day to day finance and creating budgets
- A successful track record in the development of income generation activities.
- A reasonable understanding of modern marketing principles, audience dynamics and how to drive donor and public engagement.
- Experience of developing effective relationships with partners in other organisations, such as the NHS, local government, business sector and community groups.

Desirable Experience

- Sound knowledge of the makeup and diversity of Greater Manchester.
- A background in a healthcare sector.
- Experience of grant-making.
- Familiarity with using a CRM, accounting software and Wordpress

Personal Qualities

- A positive, passionate and impact-focused professional.
- An ability to nurture, influence and persuade, which naturally means you will have excellent people skills.
- An ability to “get stuck in” to get the job done, whilst having one eye on the long-term strategy.
- A calm individual with a cheerful disposition even when” juggling many plates”.

Other

- Must live within a radius of 20 miles of Greater Manchester.
- Must have own transport and be able to travel frequently and extensively around Greater Manchester.