

Job Profile

Job Title: Charity Director

Hours: Part-time 18 to 22.5 hours per week

Location: Cambrian Community Centre, Richmond (with some home working)

Reports to: Trustee Board via Chair

Responsible for: Centre Manager

Key Relationships: Trustees, staff, users, RPLC, grant funders, local council, stakeholders

Purpose: Provide strategic leadership for the Charity's development and operations in coordination with the Board of Trustees.

Key Responsibilities:

1. Oversee Centre management, including activities, building, staff, and finances
 - Manage Community Centre's space for optimal use and charity outcomes
 - Consult on activities offered and manage data for grant applications.
 - Maintain and develop relationships with local organisations and attend relevant forums
 - Manage Charity's records, ensuring data protection and confidentiality.
2. Develop and implement the Centre's strategic plan.
 - Develop communications and marketing strategies.
 - Contribute to the fundraising strategies, including grant applications.
 - Lead on improvement plans for Centre's accommodation
3. Support Trustees in governance, policy, and financial management.
 - Act as Secretary to the Trustee Board, managing agendas and meeting documentation.
 - Assist the Treasurer in financial processes and budget monitoring.
 - Regularly review and implement the Charity's policy framework.
 - Handle online accounts with regulatory bodies and ensure compliance.
4. Undertake professional development training as appropriate.
5. Flexibly adapt duties as required by the charity's needs.

Person Specification

Essential Requirements	Desirable requirements
Education: Degree level.	Qualifications in charity leadership and management, community development, or relevant professional discipline.
<p>Experience: Proven management experience in charity, voluntary, community sector or similar, including financial and staff management.</p> <p>Experience in developing and delivering successful community-focused services and working with external partners</p>	<ul style="list-style-type: none"> • Proven success in grant fundraising. • Managing a community centre. • Designing and implementing communications and marketing strategies. • Acting as a client in building projects. • Working in voluntary sector organisations liaising with the health sector.
<p>Knowledge: Clear understanding of the impact of a community centre on health, well-being, and community strength. Familiarity with legal frameworks relevant to charities and community centres. Proficient in financial management and budgeting.</p>	
<p>Skills: Excellent oral and written communication, strong interpersonal abilities, effective organisational and planning skills. Proficient in Microsoft Word, Excel, WordPress, and other relevant software. Self-motivated and capable of independently managing responsibilities.</p>	<ul style="list-style-type: none"> • Proficiency in social media. • Strong IT skills to oversee the Centre's evolving IT requirements.

January 2024