

## **Job Profile: Director of the St Pancras Community Association**

**To apply, please send a CV and cover letter - which include 3 areas you are passionate about and would like to spearhead at the centre along with previous experience that enable you to do this leadership role. Please send this by the 25<sup>th</sup> April 2024 to [jobs@SPCA.org.uk](mailto:jobs@SPCA.org.uk)**

### **About the role**

The St Pancras Community Association (SPCA) is a charity delivering high quality services for Camden residents, especially the lively and diverse community of the St Pancras and Somers Town ward. As the Director of SPCA you will lead and guide a highly skilled and motivated team to make the SPCA a community hub and a centre of excellence which has a positive impact on the lives of local residents.

The governance of SPCA is overseen by a Board of Trustees. The Director will report directly to this Board and work closely with Board members.

### **Key responsibilities**

- To build strong relationships with members of the local community, community groups, representatives and service providers to ensure that strategies and services are based on an understanding of the community's needs and the contribution that SPCA is best placed to make as part of the of the range of local support services.
- To develop and deliver a business plan based on a financially sustainable strategic vision and which maximises the use of existing and emerging funding and income generation sources and opportunities.
- To provide a caring and highly supportive working environment which enables all staff and partners to fully contribute their skills, knowledge and perspectives.
- To manage, plan and monitor budgets to ensure the continuing financial sustainability of the Centre and to work with the Treasurer to ensure that the Centre is operating effective, and compliant accounting practices, policies and procedures.
- To ensure that SPCA fulfils its legal and procedural obligations under relevant legislation.
- To maintain an effective and transparent working relationship with the Board of Trustees to ensure that Trustees are kept informed of opportunities, threats and challenges and are fully involved in decision making.

### **Main tasks**

- Overseeing all fundraising activities from trusts, the local authority, local businesses and the community.
- Overseeing the development and implementation of an income generation strategy that includes maintaining and securing funding from statutory bodies, charitable trusts and any other relevant agencies/organisations and delivering charged services.
- Forming collaborative partnerships with organisations and agencies from all sectors that can be developed into services and business ventures
- Line managing key staff and ensuring that effective line managing processes are in place for other staff and volunteers. The postholder will directly line manage approximately xxx staff.
- Holding monthly staff meetings where everyone is heard and respected
- Ensuring all employees receive appropriate line management, where issues and problems that arise are handled with sensitivity and a high priority is given to staff development.

- Overseeing the recruitment and induction of new staff in accordance with the SPCA's Equal Opportunities.
- Ensuring arrangements are in place for the systematic collection and review of employees opinions and the opinions of service users and potential users
- Ensuring effective systems are in place for monitoring and evaluating project performance.
- Attending meetings of the Board of Trustees as appropriate.
- Keeping the Chair, and other Trustees as appropriate, informed about SPCA's business between formal Board meetings.

## **Person Specification**

### **Essential**

- Experience of managing an organisation or department at a senior level.
- Experience of delivering services and activities which have had a measurably positive impact on communities or specific groups.
- Experience of financial planning and maintaining financial sustainability by activities such as securing external funding, securing sponsorship and charging for services.
- Experience of delivering successful marketing and promotional activities.
- Experience of staff management and successful team building.
- A commitment to advancing and developing equal opportunities and anti-discrimination/anti-harassment policies.

### **Desirable**

- Experience of managing an organisation within the voluntary and community sector.
- Experience of developing policies, procedures and practices for voluntary and community sector organisations.
- Understanding of the current and likely future funding environment of voluntary and community sector organisations and awareness of external strategies, policies and developments affecting voluntary and community sector funding.

### **Probationary Period**

All new appointments within SPCA are subject to a six months' probationary period, with a mid-probationary period review at twelve weeks.

### **Conditions of Service**

Evening and weekend work is required. No overtime is payable but TOIL is allowed if approved by the Chair. The notice period is one week on either side during the probationary period, two months after six months' employment and three months' after one year's employment.

A full Statement of Employment (Conditions of Service) will be issued on appointment. £50kpa (FTE). This role is 3 days a week PAYE role (excluding community events that may be out of traditional work hours).

Holiday 25 days pro-rata, plus accommodation for bank-holidays.