

*Fashion*  
**AS A FORCE**  
*for good*

SMART  
WORKS

## **SMART WORKS READING CENTRE MANAGER (JOB SHARE)**

### **Maternity Cover**

Salary: £27,000 - 30,000 FTE, depending on experience

Working pattern: Part time role, 24 hours (Wednesday-Friday)

Contract: 12-Month Fixed Term Contract

Closing date: Tuesday 26th March at 9am

# ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses, coaches and empowers unemployed women for success at their job interview. After visiting Smart Works, 69% of clients secure a job within a month.

The Smart Works service is delivered in 11 centres across the UK. Over the past ten years, Smart Works has helped over 35,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre. More information about who we are can be found on our website [here](#).



## ABOUT THE ROLE

We are looking for a pro-active forward-thinking individual to join our team and lead the Smart Works centre in Reading. The role requires excellent organisational skills, the ability to work across a breadth of projects simultaneously and strong leadership skills.

Reporting directly to the Chair of Trustees for Smart Works Reading, the Centre Manager will have responsibility for the operational and day to day management of the centre.

In practice, the role will support the delivery and expansion of the Smart Works service to unemployed women living in Berkshire by liaising with our referral partners and booking appointments, whilst also working with the Trustee Board to raise the money needed to fund the work of the charity through our income streams of events.

Given the breadth of the role, it is essential that the role holder is able to prioritise and delegate effectively.

The role would be based in the Reading centre, and there will be occasional evening and weekend work as the role holder will be expected to attend fundraising and partnerships events. We are looking for someone to start as quickly as possible.

Smart Works Reading is part of Smart Works Charity, and there will be some travel to London and liaison with the HQ team, as well as participation in regular meetings, phone calls and conferences with other Smart Works centres across the UK.



# DUTIES AND RESPONSIBILITIES

- Oversee the delivery of the Smart Works service in Reading and Berkshire, ensuring there is:
  - An active programme of outreach to referral partners
  - A highly engaged volunteer community
  - A beautifully presented, well-stocked wardrobe
- Ensure all fundraising events, notably fashion sales and our annual cycling challenge, are well planned and meet target.
- Building excellent relationships with corporate and community partners, thereby generating awareness and income for the centre.
- Where needed, provide insight and support with grant applications and relevant reporting.
- Manage, nurture and motivate a close-knit staff team who are clear on their responsibilities and have the support they need to thrive in their roles.
- Monitor progress against service delivery and financial KPIs, motivating the team to work towards these and proactively addressing any shortfall.
- Support the creation of a national Smart Works brand, by ensuring Smart Works Reading generate content reflective of the Smart Works brand guidelines and values.
- Act as Safeguarding Officer for Smart Works Reading, and ensure all training, policies and procedures are followed.
- Act as an ambassador for Smart Works Reading, building strong relationships with a diverse range of stakeholders.

# SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

- Passionately committed to making the Smart Works service in Reading grow and be the best that it can be. Experience working within employability support is desirable but not essential.
- Demonstrable experience managing projects, driving innovation and meeting targets. Experience fundraising and organising events is desirable but not essential.
- Proven ability to proactively manage relationships across varying levels of seniority and sectors. Experience of external partnership working is desirable but not essential.
- Demonstrable experience writing reports and strategic plans, with ability to provide commentary on performance against financial and other KPIs.
- Invested in developing others and supporting them to thrive in their role.
- Detailed understanding of safeguarding requirements for a charity like Smart Works.

Smart Works promotes equity, diversity, and inclusion in our workplace. We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of unemployment as we would like to increase the representation of these groups at Smart Works.

# BENEFITS, TERMS, AND CONDITIONS

- 12-Month Fixed Term Contract
- Part-time role with working pattern of Wednesday - Friday 9 am- 5pm.
- The role is based in our Reading centre.
- Reporting to the Chair of the Board of Trustees for Smart Works Reading.
- Salary of £27,000 - £30,000 FTE, depending on experience.
- 25 days annual leave, plus bank holidays.
- Positive, supportive working environment with opportunities for practical training and progression.
- All successful applicants must provide two satisfactory references and complete a Basic DBS check.

# HOW TO APPLY

Please submit a CV and cover letter (no longer than 2 pages) via our recruitment portal [here](#) by Tuesday 26th March at 9am. Applications should be addressed to Helen Francis.

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk) about submitting a manual application.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).