



JOB DESCRIPTION

JOB TITLE:	Charity Manager
REPORTS TO:	Board of Trustees
SALARY:	To £35,000 p.a. (pro rata)
Hours:	By agreement but anticipated to be not more than 21 hours a week. Availability for occasional evening meetings will be required. The Trust will consider reasonable requests for flexible working and negotiate detailed terms with the successful applicant having due regard to skills and experience.
LOCATION:	The Brigitte Trust office or other, as necessary

DESCRIPTION OF ORGANISATION

The Brigitte Trust is an independent registered charity, with over 100 volunteers, who offer free emotional support and practical help at home to people and their families facing cancer, MND, MS, heart and lung failure, and other life-threatening illness, throughout Surrey. The Trust has been a well-established and respected provider of these services for over 30 years and has also received a Queen's award for voluntary service. The Trust is now seeking to appoint a Charity Manager to provide strong leadership, and together with the Board of Trustees, achieve its strategic objectives.

PURPOSE OF THE JOB

As Charity Manager you will be expected to play a key part in the smooth running and further development of the Trust, assuming responsibility for its strategic direction, operational management and administration. The role carries ultimate responsibility for all aspects of the dedicated team of volunteers and holds line management responsibility for the paid staff. The role also holds responsibility for delivery of income generation, through robust monitoring of the fundraising staff, and regular reports to the Board.

MAIN DUTIES

- To agree own strategic objectives with the Board
- To line manage all Trust employees and volunteers either directly or through a management structure as agreed with the Board
- To ensure that the quality of the service provided by The Brigitte Trust is in accordance with the values and policies of the Trust, and in line with best practice developments in the field
- To work with the Treasurer and Board to agree the annual budget, maintain robust monitoring of expenditure and control of the budget and provide timely budget information
- To monitor the activity of fundraising staff to ensure delivery on promised fundraising applications and other income generating schemes, and report regularly to the Board
- To maintain, develop and progress partnerships, in particular the local hospices, working in line with the Trust's strategic vision.
- To maintain positive relationships with Surrey Downs CCG and provide them with performance data
- To carry out monitoring and evaluation of the service, including collation, analysis and reporting of statistics, as required by commissioners and board of Trustees and report to the Board
- To keep The Board of Trustees fully informed about all aspects of service delivery, including the changing needs of clients and staff, volunteer issues via board reports and attendance at board meetings.
- To work with the Board of Trustees to enhance communication with all stakeholders and develop relationships with the President and Patrons.
- To support staff in their personal development and optimize their contribution

Please note the duties outlined in this Job Description may be reviewed and amended from time to time.