

Job Description: Charity Manager

Location: Cherry Tree Kitchens, Vicarage Terrace, St Matthews Street, Cambridge. CB1 2LT

Part Time: 25 hours per week

Salary: On application.

Camms Meals on Wheels is an established charity employing 13 members of staff and providing services from our Cambridge base. Currently our services consist of operations from one commercial kitchen and we provide meals and a Watchful Eye Service to a large number of elderly and vulnerable people.

Reports to: The Chair of the Trustees

Responsible for: All employees and Volunteers:

Key Objectives:

- To provide strong leadership, direction and management in relation to all aspects of the Charity's activities, including service provision, volunteering and fundraising
- To represent the Charity in various public contexts and to develop and maintain relationships with key external partners and agencies
- To facilitate the continued expansion and development of the Charity's services through effective partnership working and increasing current and other potential income streams
- To manage the implementation of the Charity's strategic plan and to develop and manage annual operational plans, ensuring they are continually the central drivers of the Charity's work

Principal Accountabilities

Provide clear leadership, direction and management for the Charity, it's employees and volunteers

- Act as a source of inspiration, motivation and support for all employees and volunteers
- Ensure all employees are set annual objectives which are regularly reviewed, and receive an annual appraisal
- Ensure that the legal requirements of the Registered Charity and Limited Company are met
- Attend and report to the Board of Trustees as required and report management information to the Board in a timely and accurate manner, to reflect the service delivery and other achievements of the Charity
- Ensure the timely production of papers and reports as required
- Ensure that the Board of Trustees are kept abreast of changes in legislation, policy and other drivers of the Charity's work and ensure the continued development, quality levels and effectiveness of service delivery
- Develop and maintain a thorough knowledge of service provision for older people, including relevant government agenda, local and national support services, and local and national health services
- Evaluate services to ensure that an efficient, effective, quality service is being provided at all times

- Facilitate consultation with service users to ensure that the Charity continues to be responsive to their needs
- Monitor demand for services and manage resource allocation
- Evaluate, cost and implement new initiatives and service delivery opportunities
- Ensure that, where contracts are in place for service delivery, all contractual requirements are met
- Increase the Charity's profile, reach and influence
- Represent the charity's aim and services in the wider context of the health and social care sector, and participate in partnership meetings and other forums as relevant
- Positively represent and promote the Charity
- Ensure compliance across all media with the Charity's brand guidelines, including online and in print, ensuring that all output is of the highest quality and reflects well on the Charity
- Manage overall editorial function of the Charity's website and social media channels and oversee the fundraising function, and manage & develop the Charity's income streams
- Build and maintain excellent relationships with existing and potential statutory and voluntary sector funders in order to maximise income from these sources
- Ensure the effective management of existing income-generating service delivery contracts, including the timely reporting to funding bodies as required
- Lead on and actively engage in the development, planning and delivery of a fundraising strategy to maximise income in order to secure the long-term future of the Charity
- Build and maintain profitable long-term relationships with current and potential donors/supporters in order to grow existing funding streams

Oversee the HR and finance functions of the Charity

- In conjunction with the HR Consultancy hired by Camms, take responsibility for ensuring excellent practice in all aspects of HR including: Recruitment, Training, development and appraisal systems and carry out an annual appraisal for each employee.
- Maintain and build on the strong shared sense of identity, culture and teamwork that already exists within the Charity
- In conjunction with the Charity's Finance Coordinator, take responsibility for ensuring an effective performing finance function including: - Production of the annual budget for approval by the Board of Trustees - Reporting of management information to enable monitoring of financial performance.
- Ensure adequate internal controls are implemented in order to minimise risk of waste or fraud and oversee Health & Safety and Risk Management

Person Specification:

Charity Manager Knowledge and Experience Essential

- Management experience: preferably in a voluntary sector or health or social care organisation
- Direct involvement in the development of strategy, business plans and organisational policies
- Sound financial awareness, including experience of managing and controlling budgets/resources/funding/audit and an understanding of financial management procedures
- Experience of staff management
- Experience of marketing and promoting an organisation to increase awareness and support
- Experience in working with, and implementing, quality systems to ensure high quality services are delivered Desirable
- Knowledge and understanding of working with older and vulnerable adults

Skills, Abilities and Competencies Essential

- Committed and highly self-motivated with ability to enthuse, inspire and motivate others in order to ensure the objectives of the Charity are achieved
- The ability to work in a self-directed manner, and as part of a team.
- Excellent organisational, written and verbal communication skills
- The ability to network and communicate with a wide range of personnel including healthcare professionals, commissioners, charity representatives and fundraisers.
- Ability to work under pressure, managing competing priorities, and ensuring deadlines are met.
- Good organisational, administrative and time-management skills.
- Computer literacy in dealing with standard MS Office packages desirable, experience working with the Xero Accounting Software package.