

Carers Lewisham Director

Job Description and Person Specification

Job Title:	Director
Location:	Carers Lewisham, Waldram Place
Reports to:	Chair of Trustees
Reports:	Working for Carers Project Manager Young Carers Manager Carers Support Worker (Dementia)
Contract:	Permanent, 3 days (21 hours) a week
Salary:	£38k pro rata
Benefits and Holidays:	Pension scheme, 26 days annual leave including Bank Holidays

Role Outline

To provide leadership for Carers Lewisham.

Carers Lewisham is at a pivotal point in its evolution and as such the Director will be establishing relationships, partnerships and programmes to provide the momentum required to deliver a new business plan in addition to overseeing vital existing projects.

Leading on the development of funding and fundraising including strategy, planning and delivery with a shared priority of raising funds for projects and services and raising unrestricted funds.

Job Description

Strategy and Planning

- Work with the Board to produce a five-year strategic plan based on the vision as set by the Board
- Produce a detailed three-year business plan
- Produce an annual operational delivery plan outlining projects and services either delivered by Carers Lewisham or in partnership with others

- Ensure that programme plans are devised based on needs identified with Carers.

Organisational Management

- Produce an annual operating budget to be approved by the Board
- Oversee the financial management of the Trust including ensuring financial controls are in place
- Provide line management support to the Young Carers Manager, Working for Carers Project manager and the Carers Support Worker (Dementia) including regular 121 meetings, clear objective setting and annual appraisal reviews.
- Oversee the counselling service, including liaising with the counselling supervisor and coordinating counselling sessions with Carers and volunteer counsellors
- Ensure that all projects and services delivered by the Trust are carried out to the highest standards and in line with any legislative requirements
- Ensure that all activities are carried out in line with Carers Lewisham's policies
- Revise policies and procedures for the operation of the Trust, seeking Board approval for appropriate policies
- Ensure that policies and procedures are reviewed regularly and that they adhere to current and amended legislation
- Report to the Board at every meeting updating on progress against the plans, risks and mitigations, operational and strategic matters
- Produce effective monitoring and evaluation programme for projects and ensure that accurate and timely reports are provided to the Board and funders
- Oversee the management of the Carers Centre (Waldram Place) including HR, Finances, facilities and office management
- Lead on the recruitment, retention and management of volunteers, identifying opportunities within Lewisham for partnerships and collaboration with other organisations to facilitate the development of a successful volunteer programme.

Stakeholder Engagement

- Represent Carers Lewisham to other organisations working in the same or similar fields nationally and locally
- Build a network of organisations and key individuals to help advance the work of Carers Lewisham
- Build an effective working relationship with Carers and groups of Carers by attending Carers Forums, workshops and other events involving Carers.

Fundraising

- Produce a funding strategy to ensure sustainable delivery of Carers Lewisham's objectives
- Secure funding from a range of sources including commissioned services and voluntary income
- Focus on the growth of our unrestricted income from a variety of activities including community fundraising and events

- Develop a powerful and emotive case for support, along with relevant and current case studies
- Ensure fundraising is carried out to the highest of professional standards as outlined by the Fundraising Regulator and is compliant with all legislative requirements.

Communications

- Produce a comprehensive communications plan to include all the key constituencies of Carers, members and external audiences
- Develop an effective website and associated online presence using social media as appropriate
- Engage with press and media as opportunities arise, acting as the spokesperson for Carers Lewisham
- Deliver presentations and speak at events to promote the work of Carers Lewisham and contribute to the wider debate about issues affecting Carers

Governance

- Facilitate the organisation of quarterly Board meetings and sub-committee meetings
- Accurately report information to the Board on organisational management, updated information and outlining risks and mitigations
- Support the Board in decision making by providing clarity on options for development and producing clear reports
- Work with the Board to ensure timely submission of annual reports and accounts, as required
- Support the Board with administration, communication and scheduling of meetings

Due to the flexible nature of the post, the Director will be required to undertake any other duties required to fulfil the role or as directed by the Board; this may, from time to time, include working outside of normal office hours.

Due to the nature of the role and the environment, the post holder would require a regular enhanced DBS check.

Person Specification

Experience	Essential (E)/Desirable (D)
Team management experience	E
Setting up new projects and services in a voluntary sector context	E
Experience of setting and managing budgets and financial reporting	E
Delivering communications to a wide range of audiences using emails, social media and face to face presentations	D
Building mutually beneficial partnerships and networking with key individuals and organisations	D
Supporting or leading on effective governance in the charity sector	D
Fundraising, funding and commissioning processes	E
Operations experience (HR, facilities, health and safety etc.)	D
Knowledge	
A comprehensive working knowledge of charity regulations, governance and legislation relating to key charitable activities (fundraising, data protection, safeguarding, health and safety etc)	E
An understanding of the issues faced by Carers	D
An understanding of the health and social care provision and landscape	D
Knowledge of Lewisham; the community and key people	D
Behaviours	
Self-starter	E
Tenacious	E
Tactful and diplomatic	E
Innovative and creative	E
Positive, 'Can-Do' attitude	E
Education/Qualifications	
Professional qualification, evidence of CPD and/or degree	D