

CHIEF EXECUTIVE OFFICER (Part-time)

JOB DESCRIPTION

Reporting to: Chairman

Salary: £45,000 per annum (Full-time) Pro rata £13,500 per annum

PURPOSE OF ROLE:

(Main reason for the position, in what context and what is the overall end result)

The Executive Officer is primarily responsible for implementing the strategic plans, objectives and policies of the Trust.

SCOPE:

(The way that the position contributes to and impacts on the Trust)

The Executive Officer reports to the Chairman and is responsible for giving direction and leadership toward the achievement of the Trust's philosophy, mission, strategy, and its annual goals and objectives and with the Chairman, enables the Board of Trustees to fulfil its governance function.

Failure to provide adequate direction and leadership may result in inadequate strategic planning, poor financial performance and ineffective coordination of activities and resources.

RESPONSIBILITIES:

(Major responsibilities) and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities)

1 Vision & Strategy

- To be able to clearly articulate Trust's vision, mission and values – reviewing them with Chairman and trustees as necessary to bring clarity & build ownership
- To be responsible for setting, consulting on and co-creating the Trust's short, medium and long-term strategy / business plan with clear targets, milestones and deliverables
- To act as a source of inspiration and motivation to all employees, volunteers and wider stakeholders
- To take appropriate steps to protect the charity from risk
- To direct strategy towards profitable growth of the charity
- Co-ordinate the evaluations of the Trust's activities.

2. Governance

- To ensure the Trustee Board is supported and challenged to assist and lead the charity in the delivery of its strategic objectives
- To ensure that operating objectives and standards of performance are not only understood but owned by the management team, employees and volunteers.
- To ensure remedial action is taken where necessary and informing the board of any significant changes
- To support the Executive Committee in broadening its capabilities and developing its leadership potential;
- To work with the board in fulfilling the charity's constitutional, regulatory and legal obligations
- To ensure the continued involvement of young people throughout the charity's governance, strategy, operations and delivery

3. Fundraising & Enterprise

- To be accountable for the Trust raising funds from all sources to deliver its agreed strategic objectives in the medium term, and developing and implementing a sustainable funding strategy for the long term
- To Seek and develop new sources of income, working with staff, trustees and advisors outside the charity
- To work with the fundraising team(s) to prioritise and prepare grants and corporate approaches, and meeting potential and existing funders where appropriate

4. Finance

- To liaise with the Treasurer and be jointly responsible to the trustees for the financial health of the charity
- To liaise with the Treasurer to closely monitor the operating and financial results against plans and budgets
- To liaise with the Treasurer to ensure appropriate and effective financial management including a successful audit process each year

5. Delivery & Development

- To manage the Trust's development and service delivery of outdoor adventurous activity programmes to young people (to be able to communicate our vision & quality with integrity)
- To advise on youth empowerment methodologies
- To contribute to the development of new ideas, opportunities and programmes with the objective of meeting our mission and generating income

6. Raising Trust's profile and influence

- To protect and enhance the reputation of the Trust
- To creating opportunities to expand and promote awareness of the Trust's work with key audiences in public, voluntary and private sectors
- To be an impassioned spokesperson for the Trust, representing it at appropriate events and with external agencies
- To be accountable for and assisting where appropriate in the formulation of communications strategies

7. Internally

- To lead by example, congruent to the Trust's vision and values
- To Inspire and manage others to give their highest to the Trust and to uphold its strong shared sense of identity, commitment and co-operation
- To ensure efficient allocation of organisational resources, managing ongoing challenges
- To manage staff with delegated responsibility (administration, activities, estate management, conservation, restoration, facility management and service teams), supporting them to set targets and strategies and be accountable for their achievement

PERSON SPECIFICATION

- Have strong knowledge of organisational management processes.
- Previous experience of managing within the voluntary sector.
- Positive and friendly approach to, trustees, management team colleagues and volunteers.
- Can demonstrate effective organisational leadership skills.
- Attentive to detail.
- To be adaptable and flexible.
- Empathy for the objects and working practices of the Trust.

Specifically for this post, the successful applicant should be able to demonstrate:

- Familiarity with Charity law a definite advantage.
- Understanding internal and external control procedures.
- Good literacy and numeracy skills.
- Good problem solving skills.
- Organisation and time-management skills.
- Familiarity with SOFA accounts and charity reporting and compliance requirements.
- Present information clearly in a variety of forms.
- Can hold confidentially at all times regarding the Trusts business and its volunteers and clients.

TERMS OF EMPLOYMENT

Salary: £45,000 per annum – Full-time, £13,500 pro rata paid monthly in arrears through bank account.

Length of Contract: Initially until 31st October 2011 (reviewable).

Hours of Work: 48 hours per month.

Nature of Work: If evening or weekend is required, attendance allowance is given together with mileage allowance for attendance at external meetings. Home to office travelling is excluded.

Place of Work: Beaudesert Park, Cannock Wood, Rugeley, WS15 4JJ. Own transport is essential.

Conditions: The post will be offered subject to satisfactory references and Advanced CRB and ISA clearance.

ADMINISTRATION OFFICER – BOOK KEEPER

JOB DESCRIPTION

Reporting to: Chief Executive Officer

Salary: £15,000 per annum (pro rata £12,000)

PURPOSE OF ROLE:

(Main reason for the position, in what context and what is the overall end result)

The Administration Officer/Book Keeper is responsible for maintaining the day to day financial, accounting, administrative and personnel services in order to support the effective operation of the Trust.

SCOPE:

(The way that the position contributes to and impacts on the Trust)

The Administration Officer/Book Keeper reports to the Chief Executive Officer and is responsible for assisting with preparation of financial statements, maintaining cash controls, supervising the payroll and personnel administration, purchasing, maintaining accounts payable and supervising office operations.

Failure to provide adequate services may result in lost or missed revenues, inaccurate financial statements and financial mismanagement for employees, contractors and suppliers if the payroll and/or accounts payable are not processed in an accurate and timely manner.

RESPONSIBILITIES:

(Major responsibilities) and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities)

1. Administer and monitor the financial system in order to ensure the Trust finances are maintained in an accurate and timely manner.

Main Activities

- Assist with preparation of the budget
 - Implement financial policies and procedures
 - Assist the Treasurer in reconciling the general ledger and bank accounts
 - Day to day processing of finances on QUICK BOOKS
 - Complete banking procedures in accordance with Trust policy
 - Establish and maintain supplier accounts
 - Ensure date is entered into the system
 - Ensure transactions are properly recorded and entered into the computerised accounting system
 - Maintain petty cash system
 - Assist the Treasurer in preparing income statements and balance sheets.
 - Assist with the annual audit
 - Maintain financial files and records
2. Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys

Main Activities

- Assist in ensuring the safeguarding of all Trust funds
- Issue, code and authorise purchase orders
- Assist the Treasurer in reconciling the accounts payable
- Assist the Treasurer in reconciling accounts receivable
- Assist the Treasurer in reconciling weekly deposits

3. Administer employee files and records to ensure accurate payments and allowances

Main Activities

- Administer employment agreements
- Verify and report on benefits payments
- Maintain the leave management system
- Undertake completion of payroll activities
- Review payroll reports

4. Supervise administrative services

Main Activities

- Manage the filing, storage and security of documents
- Respond to facility and activity booking enquiries
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Supervise customer services and respond to customer enquiries
- Assist with first aid, liaising with volunteers and staff.
- Assist in arrangements for training and other events.
- Administer the preparation of advertising contracts
- Supervise the repair and maintenance of computer and office equipment

Other Duties

- Support customer activities and respond to customer requests in order to assist with their requirements.
- Carry out domestic duties as required.

PERSON SPECIFICATION

- Have good understanding and experience of double entry book -keeping to trial balance.
- Previous book-keeping experience, including working with spreadsheets and databases (The office is PC based, using QuickBooks, MS Word, Excel and Email extensively, and Access and Publisher periodically).
- Positive and friendly approach to customers, trustees and colleagues.
- Can work as part of a team.
- Attentive to detail.
- To be adaptable and flexible.
- Empathy for the objects and working practices of the Trust.

Specifically for this post, the successful applicant should be able to demonstrate:

- Familiarity with PC based accounting, Sage or QuickBooks .
- Understanding internal control procedures.
- Familiarity with Microsoft Word, Excel, Publisher and Page Maker software package.
- Good literacy and numeracy skills.
- Good problem solving skills.
- Organisation and time-management skills.
- Familiarity with SOFA accounts layout and working with the voluntary sector will be an advantage.
- Present information clearly in a variety of forms.
- Can hold confidentially at all times regarding the Trusts business and its volunteers and clients.

TERMS OF EMPLOYMENT

Salary: £15,000 per annum (pro rata £12,000), paid monthly in arrears through bank account.

Length of Contract: Initially until 31st October 2011 (reviewable).

Hours of Work: 28 hours per week. Approx 0830 to 1630, Usually Monday to Thursday. Unpaid lunch break of 30 minutes.

Nature of Work: If evening or weekend is required, time off in-lieu is given – there is no overtime payment.

Place of Work: Beaudesert Park, Cannock Wood, Rugeley, WS15 4JJ. Own transport is essential.

Conditions: The post will be offered subject to satisfactory references and Advanced CRB clearance.