**Managing Director**

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| **Revision date(s)** |
| December 2020 |
| March 2021 |
| July 2021 |

**Job Title:** Managing Director

**Responsible to:** GCA Management Committee (trustees)

**Responsible for:** Business Development Manager, Operations Manager, Community Development Worker

**About GOLDSMITHS COMMUNITY ASSOCIATION**

We work with our partners to provide safe, welcoming opportunities for local people to come together, be active, and take part in shaping community life and culture. We support people to live their best healthy, creative and meaningful lives, and this applies to our staff too. We will do our best to support you to develop and reach your potential.

*Our purpose is to*

* *offer our beneficiaries (residents, community groups and charity partners) access to the information, services, support and activities they need to help improve and protect mental health and wellbeing, and*
* *provide and maintain the centre as a welcoming and safe community asset.*
* *encourage active citizenship and empower our community to take personal, social and environmental ownership.*
* *cultivate a physical and social environment of inclusion, learning, acceptance and celebration of the differences and similarities that make up our rich and diverse ward community.*

*Our aim and vision is to*

*be a sustainable community health and wellbeing hub that works for, and in partnership with, an empowered, resourceful, mentally and physically healthy, resilient and well-connected community to generate and share resources that help others thrive too.*

**Role Function**

Overall strategic management of the organisation’s operational, business development, and community development functions in line with GCA’s charitable objectives.

The Managing Director supports trustees and guides staff to deliver a full range of health, leisure and learning opportunities and services to local residents and navigates the organisation through a rapidly changing economic and social environment with agility and entrepreneurial vision.

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**Key responsibilities**

* Leading the charity’s vision and building on our charity’s business and community development strategy.
* Overseeing the effective delivery of all GCA’s activities in collaboration with the Board of Trustees, staff and volunteers
* Effectively communicating our vision and strategy to all employees and supporting their contributions to organisational change, growth sustainability and community wellbeing as part of the GCA team.
* Supporting staff with personal development and task management plans to ensure the timely delivery of projects, maintaining and developing new income streams, and delivering measurable outcomes and impact.
* Lead on organisational transformation and change in collaboration with the Board of Trustees.

**HR responsibilities**

* Provide leadership, direction, support and advice to staff to ensure coordination and effective team work to deliver GCA’s objectives
* Oversee effective, fair and consistent staff and volunteer management, performance and support.
* Line management responsibility for the Operations Manager(OM), Finance Officer(FO) and Community Development Worker (CDW).

**Operations and Service Functions**

* Collaborating with Trustees on developing a mid to long-term plan for the charity's growth and sustainability, and distill this into individual work plans and projects with staff and volunteers.
* Overseeing the effective management and delivery of the charity's community development programme

* Supporting staff to adapt to new systems and ways of working that optimise the efficiency and effectiveness of the charity’s functions and improve the working lives of staff and volunteers.

**Financial management**

* Work closely with the FO and OM to develop and sustain income streams
* Work with the CDW, FO, and Trustees to develop and implement a fundraising strategy and achievable fundraising goals
  + Identify partners and opportunities for grants
  + Create business plans and proposals to secure public and private funding.
  + Generate and develop community and partnership offers

**Impact Monitoring and Evaluation**

* Accountable for the proper auditing and reporting of all programmes, campaigns and projects and for ensuring accurate and up to date records are maintained.
* Managing and reporting to Trustees and external partners on performance and impact.

**Networking and Partnerships**

* Develop and implement a Communications Strategy:
  + Actively promote GCA’s brand message through appropriate channels and platforms
  + Share responsibility for communication to stakeholders (ward residents, funders, donors, partner organisations), the media, and external audiences, and ensure that relevant agencies are aware of the charity.
* Build relationships with stakeholders and expand partnership network in collaboration with the Trustee Board on a local community and borough-wide level.

**Other Duties.**

* Liaise with local authorities as needed
* Attend relevant training courses and participate in staff development initiatives to improve knowledge and working practice
* Attend meetings or events as required - occasionally out of hours
* Ensure GCA’s values are understood and communicated, and report and resolve any concerns in relation to a breach of policy
* Keeping live task management and reporting records

## Reasonable ad hoc duties as required to support the association and centre’s objectives

**Person Specification**

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| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| **Personal Qualities** | Inquisitive, enjoys problem-solving, resourceful, articulate  Personable and collaborative  Pragmatic sense of perspective and a positive ‘can do’ approach  Evidence of alignment with GCA’s core values: Respect, Integrity, Accountability, Community, Collaboration, Transparency | A positive, inspiring and approachable role model to others |
| **Experience** | Demonstrable, collaborative business leadership and change management experience  Setting and achieving SMART goals, with a creative, entrepreneurial attitude to business growth | Successful Bids and Fundraising Experience  Budget management, financial systems and controls |
| **Skills, Knowledge and Ability** | The ability to use and interpret complex data and information to measure,  benchmark, evaluate and account for the charity’s performance  Methodical planning with attention to detail  Excellent comprehension and communication skills  Efficient administration and accurate record keeping | Effective and efficient time-management  Third/Voluntary Sector Experience - including understanding and experience of working in a lean charity environment |
| **Other Criteria** | Fully computer literate, comfortable with software systems, word processing, research etc |  |
|  | A flexible approach to hours of work, which may include some evenings and weekends |