

The Westway Community & Wellbeing Centre (Charity No: 1188850)

Charity Manager

Job Description and Person Specification

- Job Title:** Charity Manager
- Hours:** 15 to 20 hours per week
- Salary:** 30 TO 35 K per annum FTE (pro rata for part time hours)
- Duration:** Post funded for 5 years
- Responsible to:** The Board of Trustees
- Job Location:** The Westway Centre & Home

Key Role Purpose

The Westway Community & Wellbeing Centre is a charity formed in 2020 by people from the local community (the Charity).

Vision

A centre for the community where people can contribute– where they feel safe and valued

Mission

To work with and support local people
To work with partners and help build an inclusive, healthy & more sustainable community

Our Building Blocks

A good business model and financial stability - developing a sustainable long term future	Partnership working - exploring new ideas, taking a positive approach to sharing resources and looking after our environment	A fantastic team of Trustees, Advisors, Volunteers and Staff	An inclusive, relevant, and person - centred approach
Fair & Honest	Cooperate not compete	Skilled & Friendly	For All

Mission Accomplished *(How will we know when we've achieved what we set out to do)*

- People feel part of their community and less isolated
- Our community is more resilient and able to resolve problems together
- People of all ages have local things to do that build their feelings of wellbeing
- We've made the best use of our money and resources, and are ready for another 3 years
- We can clearly show how we are reducing our environmental impact
- There is something available for everyone – we support each other

Due to a successful National Lottery Community Fund applications in December 2023, we now have the financial stability to work on our long-term sustainability plan. The Charity Manager will be the responsible person for developing and monitoring this plan.

Scope of the Role:

To provide effective day to day management relating to all aspects of the charity's set up and responsibilities.

To ensure the financial sustainability of the charity by identifying and securing appropriate funding that supports the mission and values of the charity.

To work closely with the Centre Manager, including in securing new contracts for new services and activities.

To work with other key partners to extend the scope of services that we can offer our beneficiaries.

To clearly demonstrate and promote the positive impact of the Charity.

Main Duties and responsibilities:

- To manage the activity of the charity according to the strategic direction provided by the Board of Trustees.
- To ensure that the charity is compliant with all necessary regulations and guidance including but not limited to, the Charities Act and the requirements of the Charity Commission.
- To project manage the Lottery Funded Next Steps Project.
- Manage the Charity's Finances and act as an account signatory and internet banking authorised signatory.
- To report to the Board of Trustees, providing reports and accurate, up to date information pertaining to contracts and new business, grants and funding.
- To undertake all aspects of business development including identification of funding opportunities, bid writing and tender submissions.
- To lead on new and innovating fundraising ideas.
- To be responsible for updating and revising the Charity's Business Plan in accordance with the Boards strategic direction.

- To develop and maintain policies and procedures relating to the charity in accordance with best practice and the Boards strategic direction.
- To undertake any other relevant duties within the overall scope of the role, as requested by the Board.
- To contribute to the effective management of the Centre as part of its Senior Management team, liaising with and providing cover for other roles/ staff as necessary

Parameters and Relationships

The job holder will be expected to operate within a given budget each year. The Board of Trustees will agree delegated authorities with the jobholder at the start of each financial year.

As the Charity grows the list of key relationships will need to be kept under review, but it is expected that as a minimum these will include:

- Westway Centre Manager
- Trustees and Advisors
- Other partner agencies, especially those acting as referral partners to the charity
- Key suppliers
- Funders, Supporters and Donors
- Westway Volunteers, Members, centre users and the wider community.

Person Specification

Essential (E)/ Desirable (D)

Education/Professional Qualifications

Educated to degree level (D)

Key Skills and Experience

- Experience of contract and project management (D)
- Experience of working in the charity sector(D)
- Track record in identifying and securing new funding streams (D)
- Experience of budget setting and budget control (E)
- Experience of developing and maintaining partnerships with statutory, voluntary and private sector organisations (E)

Key Competencies and behaviours

- Competent in the use of emails. Internet. MS office and social media networks (E)
- Flexible and adaptable approach (E)
- A good communicator with excellent interpersonal skills (E)
- Ability to work as a team and on own initiative (E)
- The ability to prioritise and manage own workload (E)
- Ability to work under pressure (E)
- Understanding of data protection and confidentiality (E)
- Commitment to equal opportunities and anti-discriminatory behaviour (E)
- High levels of Commitment, reliability and motivation (E)
- A commitment to the safeguarding and protection of children, young people and vulnerable adults (E)
- Able to occasionally work outside of contracted hours if required (E)
- A commitment to support the work and reputation of the Charity (E)
- Travel required across Surrey on occasion. Clean Driver's license and own car or willingness to travel essential (E)

Training

Induction

Access to online and local training as agreed with the Board.