



## **The THOMAS Project – Charity Manager**

This is currently a one-year temporary, part-time role (with the possibility of extension)

Hours: 25 per week worked over 5 days

Salary circa £32,000 FTE (pro rata £20,000 per annum) plus annual leave and bank holiday entitlement

If you would like an informal chat contact us on **01922 452213** (**one of the trustees will get back to you**) or to request an application form please email **jobclub@thethomasproject.co.uk**

Closing date for returned applications: **17 December 2021 ( 5pm)**

Interviews will be held 6<sup>th</sup> January 2022( to be confirmed by Zoom or face to face)

### **Overview**

The THOMAS Project is a faith charity based in Aldridge, Walsall that desires to increase opportunities for the most vulnerable members of our community by reducing loneliness and isolation amongst older and younger people alike; improving the confidence, belonging, purpose and power of all clients; and bringing people together to bridge the gaps across social, generational, digital, and cultural divides.

This is a leadership role in this small yet growing charity – a chance to build on our last 20+ years of development, to deepen relationships, and to continue to develop the THOMAS Project’s wonderful team. You will need to be a good communicator, in writing and in person, and someone who can talk and relate to people from all backgrounds.

You will be confident and tenacious, with an organized and collaborative approach, a clear, authentic communication style and an intrinsic understanding of the power of networks and digital media. Crucially, we need a people – person; someone who can guide vital partnerships including with local businesses, councils, partner organisations and community groups. We also need a person who is focused and willing to drive the teams shared vision for the Project.

Someone too who can work alone as well as collaboratively and is passionate about developing the project over the coming years.

Finally we need someone who understands and is motivated by the demographics and social challenges of our community and the issues we work on –and in particular who is passionate about and can clearly promote our vision for building close community networks in order to tackle isolation, loneliness and joblessness in our part of Walsall.

The post requires someone who is exceptionally well organised and efficient, is used to dealing with a diverse workload, and has strong numeracy and literacy skills and excellent communications skills.

The ideal candidate will have a minimum of three years’ experience in a general office environment, experience of planning and managing budgets and a strong commitment to faith, equal opportunities and social justice.

In a nutshell our ideal Charity Manager will:-

- Be a great project lead
- Be highly organised and efficient and able to handle competing priorities and projects.
- Have the ability to set up effective systems for project development and monitoring, and enjoy the challenge of managing the detail, whilst not losing sight of the big picture.
- Be innovative and proactive
- Have a positive, 'can-do' attitude, with a natural ability to take the initiative and set up a new initiative from scratch.
- Ensure effective partnership with other Christian (and non) organisations that provide support to anyone we may support.
- Represent the Charity at meetings, forums, exhibitions etc. as appropriate.
- Ownership and development of relevant social media
- Contribute to the charity's overall strategy and operations.
- Be sensitive to a range of views and experiences
- Have an understanding and empathetic respect for people from differing backgrounds.
- Will help to build an initiative which is helpful, friendly, supportive and respectful of others, mindful at all times of the charity mission and values, and sensitive to the differing perspectives and practical needs of those we are seeking to reach
- Be a team player. The role will involve working across teams and have the ability to build collaborative and effective relationships with colleagues.

**To apply, please return your completed application and equal opportunities monitoring forms to [jobclub@thethomasproject.co.uk](mailto:jobclub@thethomasproject.co.uk) before 5pm on Friday 26th November 2021**

Applications made without the application form will not be considered.

### **Tips for Completing Application form**

Your application form is the most important document in the decision as to whether or not you are selected for an interview. It is important that you complete the form clearly and include all relevant information.

Please do not send a C.V. The Shortlisting Panel will only use the information included on your application form which will be compared with a pre-determined set of criteria agreed at the point that the post was advertised.

### **Do's and Don'ts**

Do's

- Read the Job Description and Person Specification before you complete your application form.
- Tell us what you want us to know, we will not assume that we know about you or your abilities.
- Give good clear concise examples of work done
- Complete all of the form, if some sections do not apply to you then please write "not applicable" in that section.
- Keep any interview dates that are pre-arranged free, and advise us of annual leave etc., planned within one month of the closing date for the job for which you have applied.
- Make sure that your application form reaches us by 5pm on the closing date. We will not accept it after this date

#### Don'ts

- Tell us what you currently do and assume that we will consider it as relevant
- Omit any details of experience and / or qualifications you have. Even voluntary work or unpaid work can be relevant.
- Omit any qualifications details, we will consider their relevance and check out their equivalent level (where appropriate).
- Assume that we will know anything about you or your abilities. The only information we use when we shortlist for jobs is from the application form we have from you. You must therefore tell us why you are suitable for the job.
- Send a C.V. (Curriculum Vitae). Each applicant is treated equally and we only consider the completed application form.

#### **Words to look out for**

- Look out for the key words in the Job Description and tell us why you think that they apply to you. There may be hundreds of applications for the post you are applying for, so you need to make yours stand out from the others.
- Experience - things that you may have done which may be relevant for the job you are applying for. This could involve voluntary work, paid employment, activities outside of work etc.
- Tell us what your experiences are, when you had them, how long it was for and so on.
- Skills and Abilities - the things you are able to do and your attitudes etc.
- Interpersonal Skills - how you deal with people on a one to one basis and also in groups, this links in with communication skills below
- Communication - talking, writing, presenting ideas and opinions, persuading people.
- Information Technology - computers, word processors etc.
- Knowledge - what you know and how you know it
- Manager or Supervisor - responsible for managing people or a service, organising things - when, who, where, why, cost etc.
- Finance - working with money, invoices, petty cash, accounts etc.

Finally, we may consider your application for other roles that come up at the project, please let us know if this is acceptable to you.

## **Job Description**

**Job Title: Charity Manager. Responsible to: /Trustees of the Charity.**

### **PURPOSE OF JOB:**

To manage and develop the running of the THOMAS project, including its services and projects, in accordance with the charity's constitution, charitable objectives, strategic and operational plan. To ensure the charity provides a sustainable service across its area of operation that best meets the needs of the community which its services are designed to serve.

The Charity Manager will maintain the THOMAS Project financial stability by securing a diverse range of funding streams, ensuring that the outputs for each area of activity meet the level required to sustain those funding requirements and overseeing and managing budgets. All activity will be in line with a strategic plan set out by the Board of Trustees.

### **DUTIES AND RESPONSIBILITIES:**

The Charity Manager is responsible for the day-to-day management of the service as specified by the Board of Trustees and should meet regularly with the Board to present service progress and development. The Charity Manager will report directly to the Board and be line-managed by a nominated member of the Board of Trustees. They will be supported by the Board of Trustees. They have authority to delegate tasks to suitable, capable staff and volunteers and are expected to do so to meet with the charity's needs. They must abide by the values of the charity as set out in the Strategic Plan and ensure these are embedded throughout the charity and its operations as a whole.

### **FINANCE AND FUNDRAISING:**

The Charity Manager is responsible for:

- a. Managing day-to-day expenditure and ensuring timely payment of invoices
- b. The issuing of invoices and collecting payment for chargeable services.
- c. Inputting monthly accounts onto spreadsheet for Treasurer
- d. Overseeing the production of monitoring reports for funders where required.
- e. Working in close partnership with the Treasurer to the Board of Trustees to ensure accurate records for the preparation of the Annual Report and Accounts
- f. Generating income for the charity of a minimum of £50k through Fundraising activities including (but not limited to):-
  - i) Promoting individual giving
  - ii) Engaging with and supporting individual donors to convert them into regular givers
  - iii) Creating and delivering fundraising events and activities, and supporting fundraisers who raise funds on behalf of the charity
  - iv) Engaging with and supporting community donors, building long-term relationships
  - v) Engaging with and supporting corporate donors, building long-term relationships

- vi) Engaging with grant and trust funders, building long-term relationships
- vii) Developing, co-ordinating and submitting funding, grant, and project bids that support core costs and project costs as appropriate

### **ACTIVITIES DEVELOPMENT:**

The Charity Manager is responsible for:

- a. Developing, managing and delivering the operational plan (with support from the Board of Trustees)
- b. Identifying and developing opportunities for the charity and new services and projects in accordance with the charitable objects of the THOMAS Project and the Strategic Plan
- c. Maintaining high standards of integrity in all activities delivered by the THOMAS Project and ensuring our values are embedded in all activity
- d. Ongoing personal professional development
- e. Overseeing the effective management and running of all services on a day-to-day basis, ensuring they are meeting expectations and of high quality.
- f. Developing tools to measure the impact of our activities and creating impact measurement reports

### **PUBLIC RELATIONS, PARTNERSHIPS & NETWORKS:**

The Charity Manager is responsible for:

- a. Overseeing regular publicity and coverage for the organisation and its projects and services across local and regional print and broadcast media.
- b. Overseeing the development and maintenance of the THOMAS Project website and associated Social Media platforms
- c. Overseeing the creation and production of literature and display materials to publicise services and projects.
- d. Developing links with professional bodies, agencies, local organisations, and businesses
- e. Delivering talks and presentations to external organisations
- f. Working with other charitable projects throughout and beyond Aldridge to raise the profile and benefits of community joint working.

### **OFFICE AND FACILITIES MANAGEMENT:**

The Charity Manager is responsible for

- a. Maintaining a safe office environment for staff and volunteers, managing risks and health and safety
- b. Overseeing purchasing, servicing, and updating office equipment and furniture
- c. Office and equipment security
- d. Managing the premises and facilities
- e. Managing procurement

### **STAFF AND VOLUNTEERS**

The Charity Manager is responsible for:

- a. The recruitment and selection of staff (in conjunction with the Board of Trustees)
- b. The recruitment and selection of volunteers
- c. Supporting the Board of Trustees in the recruitment and selection process of new Trustees, and the induction of new Trustees

- d. The training and ongoing development of staff and volunteers. The Charity Manager is responsible for overseeing initial and on-going training of both staff and volunteers, with reference to the development of the THOMAS Project and qualifications, current policies around Safeguarding, and building capacity and skills within the organisation. They are responsible for ensuring that all Trustees, staff, and volunteers are given the opportunity to attend external and in-house courses, as appropriate to their training needs.
- e. Day to day supervision of staff and volunteers
- f. Line-Management of staff including target setting, one-to-ones and performance reviews
- g. Arranging regular staff meetings and team meetings as required
- h. Providing advice and support to staff and volunteers
- i. Ensuring adherence to the THOMAS Project policies and procedures by all staff and volunteers
- j. Ensuring all staff and volunteers have up to date, role appropriate DBS checks
- k. Ensuring all staff and volunteers abide by our values as stated in our Strategic Plan
- l. Succession planning with support from the Board of Trustees

### **POLICIES, PROCEDURES AND ADMINISTRATION**

The Charity Manager is responsible for establishing, maintaining, and updating sustainable policies and procedures, including the appropriate use of electronic communication and archiving, for:

- a. Maintaining confidentiality, and handling correspondence, ensuring compliance with data handling regulations
- b. Complaints, feedback or surveys about the THOMAS Project services
- c. Training records and needs of Trustees, staff, and volunteers.
- d. Safeguarding training, including enhanced DBS checks for all Trustees, staff and volunteers.
- e. Communications with the Board of Trustees, staff, and volunteers
- f. Producing organisational Policies and Procedures in line with best practice for approval by the Board of Trustees
- g. Ensuring compliance with policies and procedures and quality standards
- h. Any data collection and reporting required by funders

The Charity Manager will be expected to undertake such other reasonable duties consistent with the above as may be required from time to time, including working occasional evenings and weekends. A DBS check will be required.

## Personal Specification for the role of Charity Manager

Key: E = Essential      A = Application form      D = Desirable      I = Interview

### Experience/Knowledge:

A minimum of two years' experience in an office environment.	E	A/I
Track record of achieving fundraising targets	E	A/I
Opportunities for work and promoting social interaction	E	A/I
Experience planning and leading community initiatives	D	A
Experience of church ministry/mission	D	A
Experience of service development	D	A/I
Experience of managing budgets	E	A/I
Understanding of the importance of confidentiality	E	A/I
Manage, build & maintain positive working stakeholder relationships with customers and the local community	E	A/I
Experience of Line Management and Supervision of staff and volunteers	E	A/I
Exceptional organisation, planning and administration skills.	E	A
Good competence in using computer software (Word, Excel, PowerPoint, WordPress and Mail chimp), and a willingness to increase existing proficiency where appropriate	E	A/I
Experience in presenting to different audiences	D	A/I
Knowledge of GDPR/Safeguarding regulations– or a willingness to learn to a high standard.	E	A

### Skills/Personal Qualities:

Strong planning skills with ability to work autonomously and manage workload	D	I
Strong attention to detail	E	I
Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues.	E	I
Ability to handle a variety of situations, whilst maintaining a courteous, pleasant and professional attitude	E	I
Appreciation of the needs and rights of people we serve	E	A/I
Experience of dealing with matters of confidentiality, with sensitivity and compassion	E	I
Ability to manage conflicting priorities	E	A/I
Understanding of using social media in a work capacity.	D	A/I

### Qualifications:

Good standard of education	E	A/I
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### Personal Attributes:

Effective listening skills	E	A/I
Willing to undertake further professional development/training	E	I
Motivated and committed to support and enable visitors and volunteers to grow	E	I
Ability to make decisions and take initiative	E	A/I
Ability to relate well to the public in a sympathetic and non-judgmental way	E	A/I
Gifted organiser, with excellent attention to detail.	E	A
Committed Christian with a passion for the gospel and the sharing of faith	D	A/I
Pastoral concern for people, able to motivate team to shoulder responsibility	E	A/I

