

JOB DESCRIPTION



JOB TITLE	Charity Manager
ORGANISATION	Crossroads Youth & Community Association
LOCATION	The Barn Youth & Community Centre, Gorbals, Glasgow G5 9QS. We intend to resume office-based working when it is safe to do so.
CONTRACT / HOURS	Permanent / 35 hours per week
RESPONSIBLE TO	Board of Directors
RESPONSIBLE FOR	General management of the operations of Crossroads
SALARY / PENSION	Pt.40-42 SJC Scale (£39,216 - £41,256 p.a.) with placing on the scale dependent on qualifications and experience. 6% employer contribution to group pension scheme.
LEAVE	30 days plus 12.5 days public holiday

About Us

Crossroads Youth & Community Association is, by charity sector standards, an old organisation. It was established in 1967 as a registered charity to deliver youth and community work alongside the people of Gorbals and Govanhill areas of Glasgow. The collective who established Crossroads was called The Gorbals Group. They came to live in the same tenements, work the same jobs and live amongst the people of Gorbals back in 1958. The idea was to be with people in terms of equality rather than from a position of status, and to share in the struggles for justice and dignity.

Although today, Crossroads' staff are not expected to adopt the radical residency approach of the Gorbals Group ministers, they are expected to uphold the original values of equality, dignity, and justice which underpins Crossroads' youth and community work today. Our mission statement has remained the same since it was articulated by one of the charity's founders in 1967: *Everyone has the right to live gloriously. Whatever in society makes this impossible must be challenged; whatever in the individual may make it possible must be nurtured and strengthened.*

The organisation has worked uninterrupted for six decades supporting communities to take control of the issues affecting them and experience the power to change them. Today we operate from the community centre built by the charity and the Gorbals community, delivering a broad youth work programme in Gorbals and community work initiatives in both Gorbals and Govanhill. Details of our current work are in our most recent Annual Report <http://www.cyca.org.uk/Resources/Crossroads%20-%20Annual%20Report%202020.pdf> and Chapter 13 of Darren McGarvey's book Poverty Safari captures much of the values and perspectives of Crossroads.

Current Board/Staff Team

- Board (8 Directors)
- Charity Manager (F/T)
- Community Work Team (2 x F/T, 1 x P/T)
- Facility Hygienist (P/T)
- Finance & Admin Officer (P/T)
- Finance & Admin Worker (P/T)
- Youth Work Team (2 x F/T, 4 x P/T)

Main purpose of the job

Reporting directly to the Board of Directors, you are responsible for the day-to-day management of the organisation, including the staff, its building (The Barn Youth & Community Centre) and its activities. You will provide support for the Board and its working groups to ensure they are able to fulfil their responsibilities. You will build good working relationships with Crossroads' membership, funders, partners and the local community to ensure the organisation is fulfilling its aims and objectives. You will be confident at making decisions for the good of the organisation. Although the role operates at a strategic level, and you are the senior member of staff, as a small organisation it is important that you recognise it is a hands-on role as well.

Main duties and responsibilities

1. *Staff*: Ensuring effective management and motivation of the staff team to achieve our aims and objectives.
 2. *Finance*: Develop and deliver robust funding plans and budgets, including income generation to ensure the sustainability of the Charity.
 3. *Board*: Work with and support the Board to agree the organisational strategy of the charity and to ensure sound governance, ensuring that the values and perspectives are respected and maintained.
 4. *Organisation*: To ensure the charity has all relevant controls and procedures in place to operate legally and safely.
 5. *Assets*: Ensuring that all the charity's assets (including the Barn Centre) are well managed in line with best practice and legislative requirements.
 6. *Project Development*: To deliver projects and programmes that meet local need and deliver a legacy for the community into the future.
 7. *Community*: To monitor economic, social, policy and human rights factors and their local impact, to ensure the work of the charity is meeting the needs of the community.
 8. *Communications*: To ensure the work of the charity is well understood within the community, with funders and more widely.
-

1 Staff: Ensuring effective management and motivation of the staff team

- Line manage and supervise the staff team, including regular one to one and staff meetings, performance reviews and appraisals; ensure staff have the opportunity to undertake any training necessary to deliver their role.
- Ensure staff are aware of all policies and procedures agreed by the board. Establish a timetable for the review and updating of all policies by the Board
- Ensure any relevant HR systems are in place to assist in the management of the team.
- Oversee recruitment and selection processes as necessary (including contracts, job descriptions, person specifications, interview and induction processes).
- Work to create a positive, honest and enthusiastic working environment.

2 Finance: Development and delivery of robust business plans and budgets

- Lead on fundraising for all the charity's work from a diverse range of funding sources including trusts and statutory grant providers including, Scottish government, Local authorities, National Lottery, Community Planning Partnerships, Children in Need etc.
- Develop and sustain effective relationships with core/key funders; be alert to relevant funding opportunities.
- Agree and work within the annual budget approved by the Board. Identify any additional income that needs to be secured to meet the aims and achieve the objectives of Crossroads' work.

- Working with the Administration & Finance Officer to provide the Board with timely and accurate financial information to enable it to make informed strategic decisions.
- Working with the Administration & Finance Officer to deliver sound financial management through robust financial systems that deliver management information, financial reports, invoicing and payroll functions.

3 Board: Working with and support the Board to agree the organisational strategy and ensure sound governance.

- Review, develop and implement Crossroads' policies, procedures and practices in line with our values, current legislation, and best practice.
- Provide advice to the board as needed to ensure sound governance of the organisation, through written and verbal reporting at monthly board meetings, as well as ad hoc advice.
- Deliver regular, relevant, and timely communication with Board members, providing efficient administration.
- Implement the required actions to deliver and realise the strategic direction set by the Board.
- Ensure that activities and programmes are evaluated, with learning captured and communicated.

4 Organisation: To ensure the charity has all relevant controls and procedures in place to operate legally and safely.

- Ensure that Crossroads complies with legal and statutory requirements such as Company and Charity Law, General Data Protection Regulation, employment law, health and safety requirements, and that risk assessments are completed where required.
- Create, maintain, and regularly review risk assessments and all other policy documents of Crossroads.
- Ensure that all IT related systems are fit for purpose and understood by all users.

5 Assets: Ensuring that all the charity's assets are well managed in line with best practise and legislative requirements.

- Ensure maintenance plans, risk assessments and all associated paperwork are in place for organisation's building, The Barn Youth & Community Centre.
- Look to secure additional funding to further develop The Barn and surrounding grounds where appropriate.

6. Project Development: To deliver projects and programmes that meet local need and provide sustainability of the organisation.

- To Oversee the development and delivery of projects on time and within budget.
- To lead on the development and submission of funding applications to relevant external bodies to achieve Crossroads' aims and objectives.
- Ensure that any Crossroads events (e.g. AGM, community events, fundraisers etc.) are efficiently and effectively managed and delivered.

7. Community: To ensure the work of the charity is meeting the needs of the community.

- Work alongside the community to understand needs, issues and priorities, and deliver the programme of the charity.
- Engage with and grow Crossroads' membership
- Maintain and further develop local partnerships across sectors and community which support the aims and objectives of Crossroads work.

8 Communications: To ensure the work of the charity is well understood within and outwith the community, with funders, with peers and partners, and across a wide range of stakeholders.

- Ensure that the Crossroads’ message and values are clear and coherent and delivered through appropriate conduits: print, social media, website, events, and advertising.
- Build and maintain relationships with funders and stakeholder organisations such as Glasgow City Council, Children in Need, Scottish Government, Community Planning Partnership, and Community Health & Social Care Partners.
- Represent Crossroads at key forums and events where appropriate.

Additional information

The post holder will from time-to-time be required to work outside the normal working hours –either as flexible hours or Time off in Lieu (TOIL). The post-holder is entitled to 30 days paid holiday per annum plus and additional 12.5 days public holidays.

The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility, with any changes being undertaken in agreement with the post holder.

PERSON SPECIFICATION – Key criteria

The successful candidate must be able to demonstrate the essential criteria below through their application or at interview, as indicated. Desirable criteria will be used primarily to distinguish between two evenly matched candidates.

Criteria	Essential/ Desirable	Tested at Application or Interview
Qualifications		
Educated to degree level or equivalent in a relevant subject	Desirable	Application
Skills		
Excellent project management skills.	Essential	Application/interview
Strong interpersonal skills to build up of relationships with stakeholders – community, funders etc.	Essential	Interview
Understanding of charity/community sectors.	Essential	Application/interview
Clear understanding of community development and its role in supporting communities to flourish and thrive	Essential	Application/interview
Experience		
Experience of running a successful community based organisation.	Essential	Application/Interview
Experience of successfully securing funding from different sources.	Essential	Application/interview
Experience of working with community & local groups.	Desirable	Application/interview
Experience of leading change within an organisational setting.	Essential	Application/interview
A track record of delivering projects.	Essential	Application/interview
Experience of reporting to and working with a volunteer board of management.	Desirable	Application/interview

Considerable experience of developing partnerships and working in collaboration.	Desirable	Application/interview
Experience of successfully managing and motivating teams and leading staff development.	Essential	Application/interview
Financially literate with experience of managing significant budgets and funding planning.	Essential	Application/interview
Experience of managing a workplace and premises to ensure they operate safely, legally and in full compliance with all relevant statutory obligations.	Essential	Application/Interview
Personal		
A commitment to the values, aims and objectives of Crossroads.	Essential	Interview
A team player.	Essential	Application/interview
Inspired to lead by example and motivate the team to deliver.	Essential	Application/interview
Commitment to setting a positive and enthusiastic tone throughout the organisation.	Essential	Application/interview