**JOB DESCRIPTION: DIRECTOR**

**Organisation and Role Introduction**

**ORGANISATION**

We are a dynamic and forward looking charity established in 2013. **get2gether** was created to respond to the social isolation regularly reported and experienced by people with disabilities who wanted opportunities to find friendship and love in adult relationships.

We use a mentoring and coaching approach to encourage adults with disabilities to self-reflect, take responsibility for their own actions and to lead their own lives.

We run events, develop courses, and create other opportunities that enable social connection and personal development. Our approach demonstrates that we can expect more of ourselves and of everyone around us. We currently have over 900 members.

**get2gether** is a Scottish Incorporated Organisation (SCIO) charity which offers social and friendship opportunities to adults with disabilities in Edinburgh and the Lothians. You can find out more about us in our most recent annual report on the [OSCR website](https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=43027).

**DIRECTOR ROLE**

This newly created position of Director will be responsible for the promotion and development of the values and assets of **get2gether**. Reporting to the Trustees, they will be responsible for the **get2together** operational plan and the day-to-day coordination of the operations and activities of **get2gether** delivered by its team of staff and volunteers.

Initially funded for 2 years and working 35 hours per week.

**KEY RESPONSIBILITIES AND DUTIES**

**Leadership & Management**

To lead the operational activities of get2gether

* Management responsibility to include line management and supervision of **get2gethe**r staff & volunteer team. This will include recruitment, induction and on-going training
* Ensure that Trustees receive accurate and timely reports to deliver good governance of the charity
* Supported by the administrator, the Director will manage resources and finances within the agreed budget
* Update the Trustees of relevant issues pertaining to the employment of the team of staff, recruitment and support of volunteers and any matters which may require intervention by the Board
* Proactively liaise with organisations operating a similar range of member opportunities, share knowledge and experiences with them to the mutual benefit of the organisations and their members.

**Development, Service Planning & Delivery**

* Lead the planning and delivery of the agreed development priorities of **get2gether** focussed on its membership and the provision of activities and opportunities
* Ensure that the operations and activities of **get2gether** are undertaken within the framework of the operational plan. This sets out priorities and evidence desired outcomes, for the organisation and for its members
* Ensure that all policies, practices and activities comply with best Safeguarding and Wellbeing requirements
* Responsible for profile-raising activities of the charity, increasing membership and supporters of the charity
* Ensure that **get2gether** engages with the Members Steering Group to plan its member activities
* Lead, develop and grow a programme of events and activities
* Network with key stakeholders to maintain positive relationships, communications and shared experiences
* Develop and adhere to organisational policies and procedures to include safe practices for membership, volunteers and staff

**Finance & Funding**

The Director will coordinate all fundraising activities through fundraising events, grants, donations and funding applications. They will also manage day to day monitoring of operational budgets to ensure the effective management of day-to-day financial functions.

* Develop and implement a plan for income generation
* Generate and coordinate opportunities to generate income
* Identify funding opportunities and submit funding applications
* Ensure that all funding reporting requirements are met (e.g., monitoring returns to grant bodies)
* Ensure the Trustees receive regular financial reports to include cash flow & financial forecasting

**Administration**

* Ensure all statutory and internal reports and returns are submitted within given timescales
* Make certain all policies, procedures, reports and promotional materials are accessible and produced in a timely manner
* Lead the development and maintenance practice of get2gether and the use of social networking

**Person Specification**

The successful candidate will evidence:

* Previous experience of leading and motivating others
* Ability to set and work to deadlines
* Ability to set targets and plan activity to achieve these
* Excellent administrative and organisation skills
* Experience with digital channels, social media engagement and perhaps even online event hosting or curation.
* Ability to maintain confidentiality
* Solid communication skills, ability to multi-task and to complete tasks accurately and efficiently
* Ability to form and develop excellent relationships with members and all stakeholders of **get2gether**
* Ability to promote the aims of all **get2gethe**r activities
* Ability to review performance of others and give feedback
* Commitment to promoting inclusion of people with learning and other disabilities
* Access to own transport (desirable but not essential)

**Terms and Conditions**

**Hours:** 35 hours per week

The hours of work will be flexible with some evening and weekend work required

**Pay:** £29,300

**Holidays:** 30 days inclusive of public holidays

**Probationary period:** Review after 3 and 6 months from start date (4 week notice applies from 3rd month review, 1 week up to then)

**Notice:** 2 months’ notice applies after confirmation in post at 6 month review by employee and employer

**Location:** Based at the **get2gether** office at Thistle Foundation, EH16 4EA

**PVG Scheme:** The postholder will be required to be a member of the PVG scheme