**SACT Manager Job Description**

**Job Purpose**

To lead and develop a professional SACT team ensuring the on-going development, implementation and monitoring of team plans and work programmes in order to meet performance targets and effective service delivery.

Reporting to the SACT Board of Trustees

**Functional Responsibilities**

**Governance**

* Engage proactively with the SACT Board, acting as Company Secretary, and drive forward action plans contributing to the overarching Business Plan
* Prepare progress reports, financial statements, briefing papers and statistical information for presentation to the SACT Board and to funders as required

**Management**

* Ensure the effective monitoring and development of working arrangements across SACT
* Undertake the line management of the Transport Manager, Finance Administrator and clerical assistant
* Manage grant applications to external funders and forge links with other partners to support a programme of external funding to maximise income and meet projected income targets
* Prepare and submit tenders for contracts in agreement with the Board
* Develop, implement, monitor and review SACT activities in line with statutory regulations and legislation
* Provide professional support and expert advice to employees and stakeholders in the implementation and development of all SACT initiatives, programmes and services
* Work within the terms of the external Human Resources and Health & Safety platform (Citation)
* Undertake performance monitoring, reporting and improvement activities to ensure SACT is best placed to respond to internal and external scrutiny and inspection
* Prepare and implement team plans for all areas of responsibility, detailing team and individual work programmes focusing on setting and achieving clear aims and objectives
* Ensure that all management information systems are effectively maintained
* Ensure the security of management information systems meet the requirements of the Data Protection Act

**Development**

* Initiate, develop and manage new and innovative SACT initiatives in line with the themes laid out in the Business Plan, and local and regional priorities, in order to provide accessible and affordable transport solutions across South Ayrshire and the wider area
* Support the SACT Board in the review and evaluation of current working practices, utilising research to support decision making in order to prepare and develop future strategies in relation to Community Transport
* Develop, promote and implement innovative approaches to strategic partnership working across South Ayrshire and the wider area
* Effectively implement change issues arising from current and future service delivery re-alignments ensuring an integrated and collaborative approach, responding in a proactive manner to events
* Ensure the establishment and continuous development of effective engagement between SACT, external partners and all other stakeholders
* Be prepared to undertake any relevant training to enhance personal development within the role

**Requirements**

* Educated to Degree level and/or having at least 5 years managerial experience, preferably in a Third Sector setting
* Experienced in budget setting and control
* Confident negotiator and presenter in one-to-one and one-to-many settings
* Experienced user of business software packages such as MS Office and of social media for marketing and PR purposes
* Full UK driver’s licence

**Desirable**

* A good knowledge of transport legislation
* A good understanding of the Community Transport Sector

**Hours of Work**

* 35 hours per week