**Senior Manager appointment**

**November 2022**

This year is our 30th Anniversary. We are a charity with an excellent reputation, based in two special locations. Our Office is situated within the beautiful grounds of the Gannochy Trust and much of our outdoor work is experienced within the unique environment of Megginch Castle Estate. Perthshire provides a wealth of amazing places for our varied work.

We have a small team of 4 highly dedicated staff, soon to increase, and we are committed to helping young people overcome whatever barriers they face and to help them believe in themselves, have ambitions, and fulfil their potential.

Our face to face work is increasing all the time as the impact of our work within “The Starfish Way” becomes more widely known. We are now at the point of significant expansion and are looking for a Senior Manager to lead the team and reach out to even greater numbers of young people. This new role is to help us move to that next milestone in our development and to ensure the sustainability and high quality of our work.

We seek someone who will share our vision, who will be passionate about the work we do, who is experienced, and who works towards the highest standards. Our Senior Manager needs to fit within the ethos of our team, be compassionate towards others, considerate, and get the job done. Good communication and positive and trusting working relationships are at the heart of the way we try to work.

This post is a full time post. The starting salary will be £32004 per annum. Pay reviews are normally held annually in March.

The post is guaranteed for 1 year though we expect funding to continue thereafter and seek continuity in this essential role.

The successful candidate(s), (it is open to job share), will be able to work from home for some of the time though we believe personal relationships are crucial, involving both face to face meetings with our staff, our Trustees, our stakeholders, and our young people. Consequently, the job cannot be undertaken virtually.

We look forward to hearing from you.

Robin Illsley

Chair

**JOB PROFILE**

**Job Title:** Senior Manager

**Reports to:** The Chair of the Association and the Executive Committee

**JOB OVERVIEW**:

To ensure the highest standard of performance and service for “The Duke of Edinburgh’s Award Perth and Kinross Association” whilst ensuring that the day-to-day operations run smoothly.

Responsible for ensuring that effective methods and procedures are put into place so that the Trust runs to its maximum effectiveness and adheres to all legal requirements.

Responsible for ensuring the effective implementation of our strategic plans.

Responsible for our financial security and provision of quality support and services.

The Senior Manager will maintain the ethos and spirit of the Award in all that the Association does.

**KEY ACCOUNTABILITIES**:

* Service Excellence
* Association Activity Reporting
* Managing Relationships
* Staff/team support
* Financial Operations & Fundraising

**KEY ACTIVITIES**

**Service Excellence**

* Be responsible for the successful delivery of the Association’s strategic plans and key objectives and outcomes as determined by the Trustees.
* Identify issues that could damage the Association’s reputation and recommend actions to mitigate this risk. This includes responding appropriately and displaying strong, appropriate judgement in unforeseen operational and emergency situations to ensure the best outcomes for both our clients and the Association.
* Keep up to date with best practice within the charity sector and particularly changes to communications innovation, legislation and codes of practice.
* Development and maintenance of systems of storage and appropriate access to all key reports, correspondence and evidence of the impact of the work of the Association adhering to data protection legislation.
* Participate and take responsibility for quality assurance activities throughout the year including an annual employee review, support and supervision meetings, 3 monthly reports to the executive committee and evidence gathering of the impact of work undertaken.
* Manage Association resources in partnership with other paid staff.

**Association Activity Reporting**

* Ensure the governance of the Association, according to the Association Constitution, Core Values and external stakeholder requirements.
* Fulfil external reporting requirements as dictated by funders, ensuring that all documentation is robust and presented according to funder reporting requirements.
* Respond to requests for update information from external parties, liaising with Committee and other staff as necessary.
* Fulfil Quality reporting requirements.

**Managing Relationships**

* To demonstrate the ability to interact and cooperate with all Association employees.
* To build trust, value others, communicate effectively, drive execution, collaborate with others, solve problems creatively and demonstrate high integrity at all times.
* Maintain professional internal and external relationships that meet the Association’s core values.
* Lead, attend, participate and contribute to internal and external meetings, where needed, ensuring appropriate up to date information is communicated and acted upon.
* Act as an ambassador for the Association acting with integrity and sensitivity.

**Staff/Team Support**

* Contribute to the development of a working environment which encourages team work, appropriate compassion, energy, creativity and a positive, solution focussed approach.
* Devote appropriate time to the development, training or coaching of staff and volunteers.
* Provide structured feedback to Association staff at appropriate times.
* Identify appropriate training, which will enhance each individual’s contribution to the team and improve the Association’s support to our clients.
* Keep up to date with, and be responsible for, Health, Safety & Wellbeing, GDPR, and Child protection procedures and responsibilities to maintain the security and safety of the Association’s staff
* Provide advice to the Executive committee regarding renewal of staff contracts and legal responsibilities of the Association to their staff. Undertake the issue and/or renewal of contracts, and all associated paperwork, after approval by the executive Committee.

**Financial Operations**

* Communicate and work in partnership with the Association’s Treasurer and Chair ensuring that all anticipated spending is authorised within the processes and protocols of the Association.
* Lead and coordinate income generation to ensure the financial strength and sustainability of the Association and its work.
* Create and support fund raising activities where appropriate.
* Implement business measures, new guidelines or strategies to improve the working environment and business processes of the Association.

This is not a prescriptive list of responsibilities. The Executive Committee may ask the Senior Manager to take on other duties to maintain a flexible and responsive approach to changing circumstances.

**CORE COMPETENCIES**

**Leadership:** Uses appropriate interpersonal styles and methods to support individual staff/volunteers towards specific goals. Participating fully as a leader, demonstrating commitment, sensitivity, honesty, integrity and motivation to achieve Association objectives and targets.

**Planning &** Establishes an appropriate course of action for oneself and or others to

**Organising:** accomplish specific goals and operates within deadlines while managing their time as efficiently as possible.

**Motivation**: Focuses energy to make things happen with positive results. A solution focussed approach is essential.

**Judgement**: Makes decisions, analyses data, generates new ideas and is able to determine priorities.

**Flexibility**: Demonstrates the ability to adapt to all situations and to achieve tasks within the set deadlines. Understands and responds to change in the company.

**Communication:** Demonstrates clear, two-way communications at all levels. Respects the views of others.

**Teamwork:** Works with and helps others to achieve common standards. Proven relationship management skills.

**Initiative:** Generates ideas and takes action and responsibility to achieve results

**BEHAVIOURS:**

* Committed to achieving delivery of high quality services
* Demonstrate confidentiality and integrity
* Promote positive values and anti-discriminatory, non-judgemental practice and treat everyone with dignity and respect
* Demonstrate a commitment to learning, improvement and innovation
* Committed to being part of a safe environment for themselves and others by following safe working practices

**HOURS of WORK:** 36 hours per week, based at the Award Offices and across Perth &

Kinross region, with some home working possible by agreement.

These hours may be delivered out with normal business hours as needed.

**SALARY and** £32,004 per year, one year fixed contract initially.

**CONTRACT:**