

# West Lothian 50+ Network - Manager

## Job Description and Person Specification



**Charity - West Lothian 50+ Network**

**Role - Charity Manager**

**Reports to - Chairperson / Committee**

**Hours - 21 per week**

**Salary - £25,000 per year (pro rata)**

**Location - Bathgate**

The West Lothian 50+ Network (WL50+) has been supporting people in West Lothian over the age of 50 for over 25 years. The organisation has around 500 members. The charity has monthly member meetings; social evenings and events; holidays; monthly day trips; and over 60 special interest groups including walking, singing, bowling, quilting, genealogy, French, theatre, mah-jong, cycling, bridge and Tai Chi.

WL50+ is overseen by a Committee of volunteers elected from the membership. The wide range of special interest groups are run by members for members drawing on their extensive skills, experience and interests. The staff are based at the WL50+ Hub in Bathgate, which is also a space for members to meet. The Hub is normally open to members 10-2 Monday to Friday. We have recently acquired new premises in Bathgate where the hub will relocate to and we will run some of the Network's activities and special interest groups.

The aims of WL50+ include:

- to develop social, educational and recreational opportunities to help over 50's remain fit and healthy in mind and body whilst combatting social isolation;
- to educate through links with 50+ groups;
- to encourage the development of links between organisations in West Lothian that can further these aims.

### **The Future of WL50+**

The charity needs a Manager to manage the day-to-day operations of this growing charity and to continue to support members, volunteers and the Board.

This role will support members and team leaders to deliver / restart groups and activities and ensure that activities are organised and held in accordance with guidelines so our members feel confident to attend. WL50+ has secured new larger premises in Bathgate from where we will deliver many of our activities as well as being our Members Hub and where the team is based. This role will lead on the work required regarding risk management, assessments, processes and procedures for running activities in this space and ensuring the safety and wellbeing of all members and staff. This role will be responsible for this space, with support from the Hub Coordinators.

The role ensure procedures and processes are documented, communicated to Group Leaders and training provided as appropriate. Many groups and activities have already started in 2021 but we still have some groups who choose to wait until 2022 and feel ready to restart.

In addition, the Manager will work with the Development Officer to secure new venues for activities to take place across West Lothian.

The majority of members of WL50+ have been shielding or isolating. Having supported some of our members for many years, we want to help rebuild their confidence in life post Covid (when we get to that point). In addition, there are so many over 50's in West Lothian that could benefit from WL50+ activities and community, but do not. There is an opportunity to grow the number of members we support as West Lothian comes out of Covid. This role will work in collaboration with the Development Officer to achieve this.

## **The Role**

- Manage the Hub / Activities Centre in accordance with current Covid guidelines and other regulations
- Manage the team of volunteers that lead activities, providing support to restart and deliver existing and new face-to-face activities
- Financial management – day to day budgeting, cashflow, management of funding awards from Funders, financial reporting to the Committee, preparing the annual report
- Report to the Committee, take instructions from the Committee and ensure tasks are completed
- Support the Committee to move from a hands-on management Committee to a more strategic and governance focussed Board
- Reporting – prepare and submit reports to the Board (financial and activities) and to Funders
- Dedicated line management and HR support of 3 part-time staff
- Review of policies / implementation of policies and procedures (particularly in light of Covid as procedures need to be reviewed and amended to enable the activities of the charity to move forward)
- Be Safeguarding Officer for the Network
- Lead the charity forward strategically - with the ultimate goal of supporting more over 50s across West Lothian
- Assist in organising the AGM
- Assist in the organisation of, and attend some of the Members Monthly meetings which are held on a Saturday morning.

## **Person Specification**

We are looking for a candidate who can support the Committee, lead the charity, manage 3 people and take responsibility for managing premises to enable delivery of activities in the current situation.

Essential skills include:

- Financial acumen, budgeting and accounts
- Understanding of risk assessment and management
- Understanding of current guidelines
- Good knowledge of West Lothian
- Strong communication skills – both written and verbal
- Experience of working with a Board / Management Committee
- HR experience
- Volunteer management and coordination
- Excellent organisational skills
- Attention to detail
- A sense of humour
- Excellent IT skills incl. Microsoft suite
- Full driving licence and access to vehicle preferred.
- Flexibility

Desirable skills:

- Understands the challenges older people can face
- Compassion and empathy.
- Experience of overseeing premises
- Experience of Safeguarding regulations.