**Good Moves – General Manager Job Ad – Mar 23**

**Key Accountabilities**

**Staffing**

* Support, develop and supervise all staff in relation to their role in the implementation of the annual work plan.

**Governance**

* Oversee the maintenance and regular updating of RGA’s human resources and organisational policies, in accordance with all legal or financial requirements.
* Develop, monitor and report regularly on the delivery of the annual work plan to the RGA Board, Scottish Government and other funders.
* Support the Board of Trustees in ensuring that all aspects of River Garden’s work are compliant with OSCR and all returns are made timeously.

**Operations**

* Operational responsibility for the organisation and development of the site, with oversight of the diverse arms of all River Garden Auchincruive’s work.
* Leadership of the staff team to oversee delivery of an effective and cohesive recovery service to residents.
* Oversight and ultimate responsibility for management of the social enterprises: Bothy Café, River Garden Wood, Events and new enterprises as agreed with Trustees and the whole team.
* Oversight and development of operations to deliver the well-being, self-development and recovery of residents.
* Support and oversee the development of safe, clear, transparent procedural pathways delivered by staff to residents from pre-admission and selection through to exit and aftercare.
* Oversee, support and monitor the delivery of regular, recorded meetings with residents and staff to discuss and critically review current practice.
* Undertake key tasks in the delivery of RGA’s work plan.
* Develop and oversee the RGA annual budget, ensuring RGA’s finances are in good order. Ensure the board have regular and accurate finance reports.
* Support the development of fundraising initiatives that are driven by our values and work plan objectives.
* Maintain a proactive overview of funding and enterprise opportunities to support and grow the charity.
* Develop RGA’s vision, thought and social enterprise work in building a flourishing community within which stable recovery can continue to grow.
* Review the work, outcomes, and staffing roles at RGA regularly to ensure that we are in the best place organisationally to make the most of the emerging opportunities to develop recovery and social enterprise at RGA.

**Relationships & Stakeholders**

* Maintain and develop positive working relationships with the RGA staff team, residents, volunteers, and board.
* Cultivate and maintain good communication and strong working relationships with the Scottish government, business funders and donors. Cultivate connections with other recovery communities or organisations.
* Ensure the development and formal support of the role of the volunteer, ensuring that systems are in place to acknowledge their valuable contribution to the life and work of the charity.
* Oversee the maintenance of strong, mutually helpful relationships with the local community and organisations as well as further afield.

**Training & Development**

* Ensure that systems are in place for the operation of continuous professional development of staff to perform to the best of their abilities to support the best outcome for residents.
* Ensure systems are in place enabling residents to be active and engaged in creating self-led and taught opportunities for their career and personal development.

**Other Duties**

* Carry out other duties, commensurate with the management role as may be required from time to time.

**IFDAS is a registered Scottish Charitable Incorporated Organisation**

**SC044032  VAT number: 284 4476 71**

**Registered Office: River Garden Auchincruive, The Bothy Office, Auchincruive, Ayr KA6 5AE**

**Chair: William Smith**