



**Edinburgh
School
Uniform
Bank**

Job Description

Title:	Manager
Salary:	Starting salary £34,000 (pro-rata)
Hours:	20 hours per week
Reporting to:	Board of Trustees
Length of contract:	18 months (extension subject to successful fundraising)

Role

The Manager role

Working alongside our small staff team and dedicated volunteers, the Manager will oversee the provision of a high quality, inclusive service so that children and young people do not face exclusion due to a lack of school clothing, footwear or other resources needed to fully access education.

Main responsibilities

Senior management of Edinburgh School Uniform Bank, reporting directly to the Board of Trustees.

- 1) Oversee the day-to-day operation of all strands of ESUB's work in addition to managing IT, premises, GDPR, Safeguarding and Health and Safety.
- 2) Manage the budgets for each workstream, monitoring income and expenditure and work closely with the Finance Sub Committee and Treasurer.
- 3) Lead on the continuous improvement of ESUB's services, working proactively to identify, appraise and implement opportunities in line with the organisation's strategic plan.
- 4) Implement a strategic approach to stakeholder engagement to maximise benefits of external partnerships and relationships.
- 5) Develop monitoring and evaluation processes to further enhance current reporting to Board of Trustees and external stakeholders.
- 6) Oversee implementation of communication strategy to ensure social value and impact of ESUB's work is shared and promoted. Ensure production of high-quality content that engages with a wide range of audiences from diverse backgrounds.
- 7) Oversee ESUB's volunteer programme including volunteer recruitment, retention and engagement.
- 8) Manage and develop our committed and skilled staff team.

Edinburgh School Uniform Bank

Registered Charity No. SC047524 (SCIO)

www.edinburghuniform.org

Person Specification

We are looking for a dynamic and committed individual who understands the social value of our work. The role involves operational management, overseeing evaluation, impact measurement and communications. We need a team player who will support and develop our staff and volunteers. You must have an eye for detail and thrive in a busy environment.

We encourage candidates from nontraditional career paths. If you meet many but not all the criteria, then we would still encourage you to apply if you can demonstrate that you have additional qualities that will help the organisation to thrive.

Criteria	Essential	Desirable
Evaluation, Learning and Impact	Proven track record in designing, leading and overseeing monitoring, learning, evaluation and impact measurement with a range of stakeholders.	CPD training in monitoring and impact measurement
Knowledge & Insights	Demonstrable knowledge and understanding of the challenges faced by our beneficiaries.	Knowledge of current challenges faced by and demands on 3 rd Sector organisations.
Interpersonal Skills	Excellent interpersonal skills in building relationships with a range of stakeholders.	Positive outlook and demonstrable creative problem-solving abilities. Understanding of roles and responsibilities of a Trustee board and working positively with a board.
Project Management	Experience of project management from development to completion. Ability to prioritise tasks effectively and manage workloads across the team.	Project management qualification or CPD training.
Decision-Making	Ability to manage operational processes and procedures with a strong attention to detail.	Ability to support decision-making processes that address intersectional issues such as racism, poverty and gender pay inequality.
Line Management	Experience managing employees and volunteers to ensure satisfactory performance and successful project outcomes.	CPD training in supporting staff and volunteers.

Edinburgh School Uniform Bank

Registered Charity No. SC047524 (SCIO)
www.edinburghuniform.org

Funding, budgeting and financial reporting	<p>Knowledge and understanding of 3rd Sector funding arrangements.</p> <p>Experience of managing budgets.</p>	<p>Experience of costing projects and considering value for money.</p> <p>Experience of reporting to funders.</p>
Digital proficiency	Highly proficient use of a range of digital platforms for productivity, management and delivery of the role focusing on MS Office Suite	
Qualifications	<p>Degree-level qualification or equivalent experience (minimum three years) gained through work, community involvement, or lived experience.</p> <p>Fluency in written and spoken English.</p> <p>Functional numeracy.</p>	<p>Demonstrable data analysis ability to inform decision - making.</p> <p>Clean driving licence and use of vehicle for work purposes.</p>
Communications	Experience in developing and delivering impactful and engaging communications output, such as newsletters, social media and websites.	

Benefits

- Base salary of £34,000 (pro-rata)
- Potential for family-friendly working hours (hours to be worked over a minimum of three days)
- Homeworking options for some elements of the role by agreement
- 33 days holiday (pro-rata), inclusive of all entitlement to public holidays
- Initial 18 month contract, renewable subject to funding

Edinburgh School Uniform Bank

Registered Charity No. SC047524 (SCIO)
www.edinburghuniform.org