**Tel: 0141 387 0391**

**Web:** [**www.linkes.org.uk**](http://www.linkes.org.uk)

**Email:** [**contact@linkes.org.uk**](mailto:contact@linkes.org.uk)

**Registered Charity Number SC037175**

**Community Rooms, 200 Lincoln Avenue, Glasgow, G13 3PP**

**Job Description and Person Specification**

**Post:** Co-Director (job share)

**Hours of Work:** 17.5 hours per week

**Location:**  200 Lincoln Ave, Glasgow, G13 3PP

**Current Salary**: £41,000 FTE - Actual Salary is £21,102.94

**Contract details**: 6-month probationary period

**Responsible to:** Linkes Board - Fatima Mohammed, Chair

**Job Description**

The Co-Director will be responsible for providing leadership, developing and implementing Linkes strategic and operational plans, leading on partnership and organisational development, and being an effective advocate for the charity and its beneficiaries.

The Co-Director will be responsible for securing all funds for Linkes work, ensuring financial control and supporting and advising on good governance across all aspects of the charity. This post is directly responsible to the LINKES Management Committee, with day-to-day oversight provided by the Chairperson, Fatima Mohammed.

As this is a job share role, responsibilities will be divided equally between both Co-Directors, with an emphasis on collaborative working, regular handovers and joint decision-making to ensure consistent leadership.

**Summary of the main duties and responsibilities:**

* To oversee the planning, development, delivery, and evaluation of all Linkes activities and events.
* Ensure the voice of the community is at the heart of all Linkes’ undertakings while being a positive ambassador for the organisation.
* To manage and maintain all Linkes’ venues, which currently include three community flats and one shipping container, and to liaise with Wheatley Homes as and when required
* To lead and support a staff and volunteer team, creating a supportive and positive working environment so that they can achieve the aims and objectives of their role
* To lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training and development.
* To ensure all employees and volunteers are adhering to charity and legislative policies at all times
* To oversee all Human Resources requirements and tasks within the organisation
* To ensure the health and safety of all employees, volunteers and people who use the service, through relevant policies, risk assessments and associated action.
* Act jointly as Designated Safeguarding/Child Protection Lead, ensuring all safeguarding concerns are appropriately recorded, escalated and followed up. Safeguarding training will be provided if not already held.

• Liaise with the Management Committee to ensure that the charity’s overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.

* Liaise with the Management Committee in relation to the development of the charity’s strategic plans and be responsible for their implementation.
* Seek out and implement opportunities for innovation and ensure that LINKES remains at the forefront of positive change in the sector.
* To develop a long-term funding strategy in order to identify funding opportunities and secure funds required for the organisation as a whole
* To maintain positive relationships with funders and to report to Linkes funders as required on progress against agreed outcomes.
* To work with the Finance Officer to draw up budgets and monitor expenditure.
* Identify, develop, and nurture beneficial partnerships with supporters, donors, other charities, community initiatives, and all relevant authorities/organisations, including maintaining good working relations with pre-existing partnerships.
* Commit to a supportive and effective job-sharing partnership.

**Person Specification**

# **Skills, Knowledge and Experience**

**Essential**

* Community Development degree or equivalent and/or a proven track record of working effectively in a community-based service or at a community level for three years or more.
* An ability to demonstrate a solid understanding of a community development approach to work.
* Project management experience for two years or more.
* Experience of developing funding strategies and securing six figure funds.
* Experience of managing budgets responsibly and working with a range of funders.
* Experience of leading and supporting a staff and volunteer team.
* Experience of developing policies and procedures, including health and safety.
* Experience of governance and ensuring that the organisations meet all its legal and charitable requirements.
* Experience of effective partnership work.
* Experience of organising and prioritising own workload with minimal supervision.
* Excellent written and verbal communication skills.
* Excellent interpersonal skills with people from a wide range of backgrounds.
* Excellent computer skills including Word, Excel, PowerPoint, email and social media.
* Commitment to human rights, social justice, equality and respect for diversity.
* Willingness to work occasional weekends and evenings if required.

**Desirable**

* Knowledge of statutory and voluntary services at a local level.
* Experience of working with refugees and people seeking asylum.
* Membership with the CLD Standards Council.
* Able to speak a community language.