**Urban Roots Manager**

**Job Description**

**Hours:** F/T 35 hours per week.

**Salary:** £36,000 - £42,000 p.a.
**Contract:** Permanent (subject to continued funding)

**Location:** Toryglen Community Base

**Reporting to:** Board of Trustees

Urban Roots is a thriving environmental and health improvement organisation. Over the past 15 years, we have worked with local residents and partner organisations to establish a network of community gardens, environmental and wellbeing projects across the Southside of Glasgow. We are passionate about the benefits that these projects bring to improving local environments, promoting community cohesion and supporting the health and wellbeing of people of all ages.

We are looking to recruit an organised and experienced person to coordinate the running of Urban Roots and consolidate the operation of the organisation; to develop the project coordinators into an effective management team for Urban Roots; and oversee the sustainable development and growth of the organisation with projects that deliver our objectives and vision.

**Principle Responsibilities**

1. Overall responsibility for the charity administration, finance, HR, governance and organisational development.
2. Coordinate the development and delivery of Urban Roots Business Plan and Business Continuity Strategy.
3. Accountable for company HR, policies and procedures, including Health and Safety, Staff Development and Training, GDPR, Employment, and volunteer and staff safe-guarding etc.
4. Oversight of the management of the facilities, IT and premises for Urban Roots.
5. Line management of the Office Coordinator and Project Coordinators
6. Oversight of organisational projects, for example IT upgrades, including ensuring securing funding, and that claims and reports to funders are submitted on time.
7. Oversight of organisational budgets, funding applications and accountable for project funding and budgets.
8. Any other reasonable duties to perform the job role.

Supported by the funding from The National Lottery.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Training** (To be demonstrated on application and at interview) |  |  |
| * Good general education (Advanced Highers/A-Level equivalent) and/or demonstrate an appropropriate level of relevant work experience relating to the role
* Relevant degree, qualification or certificates, such as charity accounting and management, CMI qualifications etc.
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| **Experience** (To be demonstrated on application and at interview) |  |  |
| * Experience of managing a small organisation or a large team within a bigger organisation
* Experience of human resource and personnel management
* Experience of policy and procedural development
* Experience of managing financial systems and budgets
* Experience of project management.
* Experience of claim procedures and reporting to funders
* Experience of line managing staff
* Experience of working in the charity sector
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| **Knowledge and Understanding**(To be demonstrated on application and at interview) |  |  |
| * A solid understanding of business functions and their associated regulatory requirements
* Strong governance, administration, IT, finance, budget management and organisational skills
* Sound knowledge and understanding of relevant legislation, including Health and Safety, Employment Law, GDPR etc
* Operational understanding of organisational development and change management
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| **Skills and Abilities**(To be demonstrated on application and at interview) |  |  |
| * Good verbal and written communication skills
* Good planning and organisational skills
* Sound project management skills with good attention to detail
* Good computer literacy
* Ability to work on own initiative
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| **Personal Qualities**(To be demonstrated at interview) |  |  |
| * Commitment to the aims and objectives of Urban Roots
* Alignment with the Values of Urban Roots, including respectful, friendly, practical, and inspiring
* Commitment to EDI and healthy and safe working practices
* An interest in environmental issues
* Willingness to work some evenings and weekends
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