

ADVOCACY IN GREENWICH

Job description

Post:	Director
Responsible to:	Board of Trustees
Salary Scale:	£45,135 - £48,087 per annum (pro rata)
Hours of work:	21 hours (Three days a week, flexible working accepted)

Job purpose

To ensure that Advocacy in Greenwich promotes its vision and mission by: sustaining, developing, and delivering a range of high-quality advocacy services for, and alongside, people with learning disabilities; and working with the local community to be more inclusive towards people who use our services.

Strategy

To lead the implementation of Advocacy in Greenwich's strategy in collaboration with the Board of trustees, staff, people who use our services, and other relevant stakeholders.

- Develop, implement, and review the Charity's strategic plan.
- Establish a working environment that attracts and develops high calibre staff who consistently achieve excellent results.
- Develop and strengthen partnerships with a wide range of relevant bodies to advance the interests of people with learning disabilities.
- Be fully aware of major developments in policy both locally and nationally and position the charity to take advantage of new opportunities.
- Take the lead in the financial strategy of the charity, its income generation and annual budget.
- Act as the charity spokesperson, communicating effectively both internally and externally.

Operational delivery

To maintain and develop policies, services, and resources to ensure that the charity can maintain its reputation and deliver its charitable objectives.

- Lead and manage a staff and volunteer team.
- Oversee the translation of strategic objectives into achievable operational plans and individual work programmes.

- Develop and implement monitoring and evaluation systems for plans, contracts and other funding
- Ensure that staff and volunteers are meeting the targets set out in plans, contracts and other funding taking remedial action where needed
- Coordinate the staff appraisal programme and ensure clear and effective staff development plans are in place.
- Be responsible for ensuring that practice standards are set and maintained to provide a high-quality service
- Ensure compliance with all policies, including Health & Safety, Equalities and Valuing Diversity, Bullying and Harassment and Safeguarding.

Governance

To ensure that the Board of Trustees can fulfil its duties and responsibilities and that Advocacy in Greenwich is compliant with legislation and reporting requirements.

- Report to the Board, in a timely manner, on matters for which they are ultimately responsible.
- Work with the Chair to develop and implement an induction programme to ensure that the trustees understand their duties and responsibilities.
- Oversee the preparation of the Annual Report and statutory accounts.
- Lead on the development and monitoring of the charity's risk register and ensure that appropriate mitigation and contingency plans are in place.

Professional Development

- To receive supervision for their own professional development and to improve the quality of the services of the organisation.
- To undertake staff appraisal for their professional development.
- To participate in relevant training in order to develop staff and the organisation.

Other

To undertake such other duties appropriate to the scope and grading of the post as may be required by the Board of Trustees.

Person specification

Experience and knowledge	As demonstrated by:
Experience at of running a business or charity at senior management level, including management of staff and/or volunteer teams.	Application and exercise
Successful experience of fundraising from a wide range of trusts and agencies.	Application
Knowledge of what is involved in working alongside people with learning disabilities in an inclusive and empowering way.	Application and interview
An understanding of charities and the voluntary sector.	Application and interview
Experience of working with a board to support them in overseeing an organisation	Application and interview
Competencies	
Able to build and implement a strategy.	Application, interview and exercise
Able to develop an organisation and its staff.	Application and interview
Able to negotiate, build networks, and make effective contacts at all levels.	Application and interview
Able to prepare and present reports and budgets clearly, precisely, and concisely.	Application and interview
Able to communicate with internal and external audiences at a range of levels and using written and verbal techniques	Application, interview and exercise
Able to use digital technology in the running of an organisation and the delivery of services e.g. Microsoft office, CMS, Zoom.	Application and interview