# **[Organisation’s Logo]**

# **[Role Title]**

**[Name of organisation]**

(Common titles for an organisation with one paid staff member include CEO, Coordinator, Administrator, Centre Manager, Service Manager and Volunteer Manager.)

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| --- | --- |
| Reporting to | The Board of [Name of organisation] |
| Location: | Remote/Address of Office/Hybrid |
| Hours of work | X hours per week. Specify if there are particular days or times in mind. Is flexible working required? Will time off in lieu be granted for any hours outside of normal working hours. |
| Compensation: | Specify annual salary or salary range depending on experience. X days of annual leave.  Details of pension, employee welfare schemes or any other benefits available. |

## About [Name of organisation]

Explain the objective, mission and values of the organisation and how the organisation has developed in recent years. You may wish to explain why the organisation feels now is the right time to take on this staff member. You may wish to link to your website, recent annual report and/or strategic plan for more information.

Key Responsibilities of the [Role Title]

Add or delete as necessary from the below list. Make sure to tailor this to your specific organisation.

* Providing strong leadership to [Name of organisation] in line with [Name of organisation]’s mission, vision and values.
* Co-ordinating and managing all aspects of [Name of organisation]’s work.
* Recruiting and managing volunteers.
* Acting as a point of contact for volunteers, members and all other interested parties; respond to phone queries/answer emails and follow-up in a timely manner.
* Representing the organisation to the media, giving interviews and acting as [Name of organisation]’s official spokesperson
* Coordinating external communications including website, social media and any publications.
* Coordinating and managing the preparation of strategic plans for approval by the board.
* Putting in place annual operational plans that will deliver on strategic imperatives and actions.
* Providing performance report and strategy implementation reports to the board
* Participating in Board meetings and providing support to the Board.
* Maintaining an awareness of risks and changes in the external environment that affect [Name of organisation].
* Drafting the annual report for the CRO and CRA for review and approval by the Board.
* Developing and maintaining relationships with key funding agencies and others which ensure their ongoing support and commitment to [Name of organisation].
* Ensuring that attention is given to the fundraising effort to anticipate financial challenges and consolidate the finances of [Name of organisation].
* Preparation of monthly and annual accounts, external financial reporting to grant providers, implementation of financial plans and budgets.
* Dealing with suppliers; maintain records of orders, invoices and related documentation, expenses and re-imbursements; ensure all records are kept of all financial accounts and financial matters relating to [Name of organisation].
* Carrying out other duties as are required from time to time.

Person Specification

Think carefully about which qualities are truly essential, and which are preferable. You risk deterring strong candidates if you put something in the essential category which is instead preferable.

Essential skills and experience

* A proven capacity to build and lead a dispersed team towards delivery of goals
* Financial literacy with a proven ability to manage budgets and financial plans
* Excellent interpersonal skills, with the ability to build positive, effective relationships with a wide range of internal and external stakeholders
* Understanding of [Name of organisation]’s purpose and values.
* Good knowledge of Microsoft Office

Preferable skills and experience

* Senior management experience
* Knowledge of service provision in the charity and/or not-for-profit sectors
* Knowledge of property and facilities management issues
* Experience of working with and reporting to Trustees/Board
* Experience of speaking on public occasions and representing an organisation to the media

Application details

Please submit a **CV** of no more than 2 pages and a **Cover Letter** of no more than 1 page to [email address]. You may wish to request that the CV or cover letter addresses certain experiences such experience with leadership, nonprofits, finances or other areas which are of high priority for your organisation.

If this role has been funded by a particular grant or government department, you may wish to acknowledge that here.