



Beams

Supporting disabled children & families

Job Title: Deputy Head of Charity

Responsible to – Head of Charity

Job Description

Job Purpose

To lead relevant Service Managers and teams to ensure we are proactive, responsive and consistent in service delivery

To work with the Head of Charity on senior external engagement and strategy development for the organisation.

To lead, develop and manage the organisation as part of the senior leadership team.

To achieve effective implementation of the charity's aims, policies, vision and strategic objectives.

To support the achievement of funding levels that enables the charity's work and allows the Chair and Board of Trustees to fulfil their responsibilities.

To manage and maintain the Quality Assurance Accreditation

To set budgets, monitor and control expenditure with Service Managers

To ensure policies and procedures are implemented to protect the charity from risk

Main Duties

Operational Management

1. Work with the Head of Charity to design, plan and implement the mission, values and strategic plans for the organisation both corporately and on behalf of members. Lead specific projects as directed.
2. Ensure strategy is effectively translated into organisational and team objectives and resources are appropriately allocated against priority outcomes.
3. Monitor organisational performance by tracking progress and ensuring delivery of plans. Scan both the external and internal environment to ensure the leadership team is aware of changes that may affect performance/services. Take immediate and considered remedial action to resolve serious issues.
4. Develop and deliver operational plans in accordance with the aims and objectives of the charity

5. Manage and co-ordinate existing, and develop new projects and initiatives in line with the overall strategic plan for the Charity with the Head of Charity
6. Ensure that services are fully monitored and evaluated, and report back to funders and stakeholders
7. Ensure the Charity's values and policies, particularly in relation to diversity and customer focus, are consistent and practiced throughout the Charity
8. Ensure that necessary resources are provided and required standards are maintained for the protection of people and the Charity's assets and property, within the context of legal requirements, health and safety legislation, and any other relevant regulatory frameworks
9. Co-ordinate the preparation of the annual budget and quarterly management accounts, and submit this to the Board for approval
10. Ensure expenditure is controlled in line with the budget approved by the Board, and report to the Head of Charity the overall financial health and sustainability of the Charity
11. To be the Responsible Individual for Ofsted registration
12. To lead the Charity in the absence of the Head of Charity

Personnel

1. To line manage Service Managers and any other staff and volunteers reporting directly to the post
2. Develop ,implement and undertake day to day responsibility for effective HR systems – recruitment, management, training and development of staff – within the context of best practice in equal opportunities and diversity
3. Ensure that all paid and volunteer staff are line managed effectively through regular support and supervision, progress reviews, appraisal and training.
4. Ensure there is positive and open communication with staff and volunteers at all levels so as to create a sense of shared purpose.
5. Regularly evaluate organisational recruitment and training needs and ensure that programmes are in place to deliver them.
6. Ensure that each member of staff has a personal training and development plan.

Partnership and External Relations

1. Ensure good communications with members through events, meetings, social networking, bulletins and the website
2. Seek opportunities to expand and promote awareness of the Charity's work.
3. Pro-actively gather the opinions of members and feed into regional and national government consultations as appropriate

Income Generation

1. Identify tendering opportunities for service contracts and external funding
2. To prepare bids ,including writing the business case for the provision of funding
3. Work closely with other We are Beams staff to monitor and report on successful bids to the Trustees Head of Charity and income providers

Quality Assurance

1. To develop, implement, monitor and manage the preferred Quality Assurance Award
2. To lead on the improvement in quality management of the Charity
3. To be responsible for the self assessment review process
4. To update the quality processes and procedures when any new government initiatives are introduced or changed
5. To take the lead on the Charity gaining any necessary recognised matrix or quality standards or awards
6. To establish and maintain effective working relationships with key partners and stakeholders within the Charity and externally
7. To maintain effective communications with the Charity and with partners to ensure that teams are appropriately informed and involved

Other Responsibilities

1. Attending occasional evening or weekend meetings, and events where appropriate
2. To undertake training and development as appropriate to the post
3. Undertake relevant continuous professional development to ensure skills are updated
4. Any other duties commensurate with the grade of the post and as requested by the Board of Trustees. Head of Charity and the flexibility to deal with emergencies as they arise
5. The post holder may also be required to take on other duties occasionally as reasonably required by the Head of Charity and the Board

We are Beams

Person Specification: Head of Charity

The following outlines the minimum and desirable criteria for this post. Applicants who have a disability and who meet the Essential criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> Degree, NVQ Level 4 <u>OR</u> solid & demonstrable relevant professional skills developed through work experience 	<ul style="list-style-type: none"> First Aid Certificate Safeguarding training
EXPERIENCE	<ul style="list-style-type: none"> Working in a team Managing people Practical experience of charity governance and supporting a Board Proven track record in working to and reporting on budgets Producing accurate minutes, board papers and reports Accurate data collection and the use of data to support bids / projects Track record of partnership / multi-agency working 	<ul style="list-style-type: none"> Developing budgets & cashflows Recruiting staff and volunteers Remote working Managing a small business or charity Working with disabled children or young people / families Organising events / AGMs etc Fundraising from a variety of sources
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work with a wide range of people in a sensitive, empathetic, approachable & courteous manner Quick learner and self-starter Good IT skills including Word, Excel and willingness to learn others Flexible and adaptable approach / 'can do' attitude Highly numerate Project management and reporting Excellent time management Working with minimum supervision and ability to use own initiative to problem-solve Excellent verbal and written 	<ul style="list-style-type: none"> Excellent listening skills Diplomacy and negotiation / influencing skills Counselling skills Demonstrable track record of positive and inclusive approach to disability Experience of building effective relationships with internal and external stakeholders

	communication and negotiation skills.	
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of employment legislation & good practice • Knowledge of delivery area in terms of venues, schools, service providers • Knowledge of the issues faced by families of disabled children and young people 	<ul style="list-style-type: none"> • Knowledge of charity / funding networks in Kent • Knowledge of Companies House & Charity Commission requirements, including financial and other forms of reporting • Connections with local councils and small funders
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Willing to be a Team Player • Methodical in approach with an eye for detail • Personal commitment to equal opportunities and anti-discriminatory practices. • Commitment to continuing personal professional development. • Ability to stay calm under pressure 	
OTHER	<ul style="list-style-type: none"> • Fulfil the requirements of an 'Enhanced Disclosure'. (this is an essential requirement for this post) • Willingness to work outside of office hours and at weekends as required. • Ability to travel (usually within Kent to represent the Charity) • Hold a full driving licence. 	