**Project Manager – Job Description**

The role is governed by the aims and objectives of the Charitable Incorporated Organisation (CIO).

With the trustees the Scheme lead is to ensure best practice and all legal requirements are adhered to.

The regular working week is 35 Hours with occasional out of hours cover.

The employer is Seacroft Friends and Neighbours Registered CIO 1183406.

**Leadership and Staff Management**

Provide strategic visions with the trustees and incorporate in the Business plan

Ensure charitable purposes are met and legal requirements adhered to with the Trustees

Manage the staff team to meet work objectives and feel supported, ensuring performance standards are achieved and encourage opportunities for staff development

Liaise with payroll and Pensions and support with Human Resources including recruitment

Effectively communicate with the staff team and hold regular staff meetings

**Financial and Fundraising**

Managing the day to day running of finances and managing budgets.

Ensure requirements set by funders are met and monitoring submitted as required

Identify funding opportunities and work with the trustees to ensure the charity is financially sound

Produce reports for the trustees, and prepare the year end accounts and report submitting to the Charity Commission within the deadline.

With the Trustees annually review the reserves

**Partnership and Representation**

Promote the work of the organisation maintain and develop relationships with stakeholders

Collaborate with community partners and represent the organisation with voluntary and statutory links

**Other**

GDPR lead for the organisation

**Key Skills:**

**Demonstrate either knowledge, qualification or experience of the skills listed we do not expect all of the skills to be met. Please give evidence where you can demonstrate a level of skill it is expected there will be areas to develop**

 Business, Management, Accountancy or Health & Social Care Higher level Qualification

 Strategic and business planning – able to lead on quality setting good policies and procedures.

 Financial experience, funding, budgeting and financial planning – knowledge of Quickbooks an advantage

Proven record of leading staff and a team player advantageous to have HR knowledge or experience including supervising.

Experience of the third sector and charity governance is desirable. Knowledge of issues facing older people, experience of Health or Social Care with a strong knowledge of Safe Guarding.

Excellent verbal and written communication skills, including good record-keeping and presentation skills. The ability to actively promote and develop partnerships and work collaboratively with third parties

 Sound IT skills and the ability to be administratively self-supporting. With good knowledge of Microsoft Word, Excel, Publisher and Access database

 An understanding of diversity and equality issues and a commitment to working in a person-centred way

 The ability to manage a complex workload, sometimes under pressure, and to prioritise effectively

**Other Essentials:**

Use of car, fully comprehensive insurance with business use. Flexibility in hours worked. The successful applicant will be subject to two satisfactory references and an Enhanced DBS Check.