**JOB TITLE** Manager

**Reporting to**: Chair of the OPAL Trustee Board

**Number of Hours:** Part Time: 30 hours per week

**Salary:** £34,054 (FTE = £42,000)

**Place of Work:** Home Based with travel, but also using TEAMS

**JOB DESCRIPTION**

**PRIMARY PURPOSE**

To organise and direct the day-to-day work of OPAL, ensuring it is an effective organisation, meeting the needs of its members, staff, volunteers and stakeholders

**PRINCIPAL RESPONSIBILITIES**

* Manage, appraise, develop and support all staff, including their well-being
* Lead on recruitment, induction, and training of new staff
* Undertake annual reviews for all staff, together with the relevant trustee
* Participate in Committees and other OPAL or external Meetings, as required
* Lead on Health & Safety and Safeguarding procedures and reports
* Ensure appropriate Risk Assessment procedures are in place
* Compile KPIs, and report to Board and Funders

**ADDITIONAL RESPONSIBILITIES**

* Cover unplanned absences in operational and support services
* First point of contact for the IT Support contract
* Work with Communications team on communications and publicity content
* Work with trustees to help with funding bids
* Ensure that the level of Volunteer demand is met
* Liaise with Treasurer and Finance Officer on all financial matters
* Undertake any reasonable project or task, as requested by your Line Manager, and support trustees with the creation and updating of policies and procedures

**PERSON SPECIFICATION**

**Educational achievement and qualifications**

**Essential:**

A minimum of 5 GCSE’s including Maths and English.

Management Qualification or Qualified by Experience

**Desirable**

Relevant Degree level Qualification

**Experience and Knowledge**

**Essential**

Management experience, preferably in the voluntary, health or social care sectors

Staff management experience, including personal development and objective setting

Experience in working with, and implementing, quality systems to ensure high quality services are delivered

Experience of contract/grant compliance, monitoring and reporting

IT literate with a working knowledge of Office 365 and MS software Word, Excel, spreadsheets and Powerpoint

Internet skills.

Financial awareness and an understanding of general budget management

**Desirable:**

Knowledge and understanding of working with older and vulnerable adults

Experience of working with and managing volunteers

Sound working knowledge of GDPR and Data Protection Act 2018

Taking minutes of meetings

Direct experience of the UK voluntary fundraising environment, encompassing community fundraising, Trusts and Foundations

 Interest in or experience of the charity sector and older people and carers.

Involvement in the development of strategy, business plans and organisational polices

 **Skills and Abilities**

**Essential**

Excellent leadership, organisational, administrative and time-management skills.

Good communication skills, including interpersonal, oral and written skills together with the ability to deliver engaging presentations.

Able to maintain confidentiality.

**Desirable**

A self-starter, able to work on his or her own initiative.

Flexibility and resourcefulness to cope with the changing demands of the job.

**Personal Qualities**

**Essential**

Committed and highly self-motivated with ability to enthuse, inspire and motivate others in order to ensure the objectives of the Charity are achieved

The ability to work in a self-directed manner, and as part of a team, including ability to develop and build good working relationships with all stakeholders and partners.

An understanding of and commitment to team working, able to work collaboratively with other colleagues.

Able to work on their own without close supervision, as well as being able to work well as part of a team.

Highly professional approach to all tasks plus the ability to prioritise and meet deadlines

Ability to work under pressure, managing competing priorities, and ensuring deadlines are met.

**Desirable**

The ability to network and communicate with a wide range of personnel including healthcare professionals, commissioners, charity representatives and fundraisers.

**Other**

**Essential**

Full driving licence with access to transport.

Willing and able to travel to rural areas of West Cheshire