

Job Description

Job Title	Charity Manager
Salary	£35,000 to £40,000 pa pro rata depending on experience 21 hrs pw (Approx. £19,550 to £22,400 pa) Fixed term 2 Year Contract; possibility of extension reliant on funding.
Region	Based in Newburn, with requirement to travel around the north east.

Main Purpose of the Job
To manage the charity, overseeing and developing the services that support visually impaired children and their families. Ensuring the charity is run professionally and creatively; is relevant and beneficial, in line with the ethos and aims of Useful Vision.

Main Duties and Responsibilities	
1	Build on the success of the previous 15 years developing a sustainable future for the charity in association with the trustees, including increasing the reach and scope within the region whilst sustaining our core values.
2	Recruit and manage staff; including interviews, delegation of duties and appraisals, whilst ensuring high standards of professionalism are maintained.
3	Produce a varied programme of support. Organise and deliver large events, skills workshops and information days organised for visually impaired children and their families in association with the UV team.
4	Build relationships with stake holders, including visually impaired children, their families, volunteers & funders.
5	Establish professional contacts with other agencies, government and non-government.
6	Financial management, working within budget. Create monthly financial reports for the trustees and funders.
7	Develop fundraising strategies, producing grant applications and funding reports. Approach potential donors and maintain donor lists.
8	Update all policies including safeguarding; equality & diversity and health & safety, GDPR, Data Protection, ensuring they are implemented.
9	Evaluate all services offered by Useful Vision to ensure they meet the aims and objectives of the charity.
10	Use evaluations for planning, grant reports and delivering monthly reports to the managing trustee and quarterly reports to the Trustee Board.
11	Represent the charity at public events including information days and fundraising activities.
12	Promote the charity raising the profile in national and local media. Monitor and manage the content of the Website and social media platforms.

Knowledge, Skills and Experience	
Knowledge	Knowledge of the needs of disabled children, Accessibility, Policy writing and implementation. GDPR Rules. Understanding challenges for the charity sector.
Skills	Leadership. Planning and organising. Creativity. Team working. Judgement. Confidentiality. Building rapport. Excellent IT skills, including live online teaching and meetings. Good written and verbal communication.
Experience	Experience of working and developing relationships with a wide range of specialists and professionals; financial management; media & or public speaking.

Special Features	
Other	<p>You will be required to work weekends and school holidays.</p> <p>You will be required to undertake any necessary training e.g., VI training, safeguarding, first aid.</p> <p>Must drive and have access to a car</p> <p>The post is subject to an enhanced disclosure check.</p>

Email your application with a Covering letter and CV to rebeccawilson@usefulvision.org.uk

Closing Date for applications 12/02/2021