



Head of Charity

Are you a driven and engaging individual who can help us to help others?

Employer: Light Pre and Postnatal Support

Hours of work: full time (35 hours/week). Will be required to work occasional evenings and weekends for events and Trustee meetings.

Salary: £28,210

Responsible to: Board of Trustees

Responsible for: Overall operational management and strategic direction of the charity; in line with the business plan and financial management procedures.

Number of direct reports: 4

Background and our history

Light is a mental health peer support charity which was set up in 2010 and has grown to support women and their families across South Yorkshire, led by a passion to support mental health during pregnancy and beyond for all families from all communities. From our headquarters in Sheffield, we work with families who are affected by perinatal mental illness and raise awareness and promote partnership working. This is a great opportunity to lead a growing mental health charity offering peer support at a critical time in the lives of parents and their babies.

The Role

As Head of Charity you will be accountable for all operational activity, including staff management, volunteer engagement, quality and compliance and financial management. The role also has significant focus on development work to help the charity grow sustainably, which will include sourcing and securing relevant funding, raising awareness of Light, managing external relationships, whilst ensuring all funding contract obligations are met. You will work closely with the Trustees to develop the long-term growth strategy, set the annual budget and monitor progress against objectives. You will attend six-weekly Trustee meetings, providing a written and verbal report.

Main responsibilities:

Operational Management, Quality and Compliance

- To provide leadership and line management to the Business Manager and three Peer Support Co-ordinators, and oversee all staff management
- To participate in and support the recruitment, training and ongoing professional development of staff and volunteers.
- To ensure all policies are up to date and meet quality assurance requirements, including adherence to all relevant legislation and external regulation.
- To act as the Safeguarding lead for the charity (training will be provided)
- To provide an effective and accessible programme for mothers and their families experiencing mental illness (online and offline, as relevant, incl Group Sessions and/or Drop Ins)

- Ensure all services delivered meet contractual requirements including monitoring, evaluation and reporting
- Ensure all office processes are adhered to and monitored and evaluated regularly
- To hold overall responsibility for the management of promotional activity including the website and social media
- Ensure any premises are appropriate for the services delivered, within budget and meet any legislative requirements
- Ensure all records are maintained in line with legal requirements and Light policies for record management and information governance
- Ensure that all staff and volunteers work within Light's policies and procedures
- Champion user involvement in the planning, delivery and review of all activity
- Ensure that all Light activities are in line with legal requirements.

Development Work & Fundraising

- Identify, apply and secure relevant funding opportunities in line with the business plan
- Develop and deliver project ideas to attract voluntary funding, i.e: fundraising and public events
- Establish, build and maintain relationships with other voluntary and statutory bodies in a multi-agency approach
- Work in partnership with other Charities, Community groups, Partners and Funders to establish excellent working relationships
- Achieve income targets in line with the annual budget
- Raise awareness of Light with partners, funders, referrers and potential service users, tackling the stigma of perinatal mental illness and promoting Light as a specialist charity providing support

Financial Management

- Oversee the Business Manager in managing Light's finances (costings, monitoring, reconciliations etc), including a monthly financial report for the Treasurer and Trustees
- Work with external suppliers to ensure smooth running of payroll and financial audits
- Preparing budget proposals for new funding opportunities, including multi-year forecasts which include full cost recovery
- Take responsibility for monitoring and reporting on expenditure against individual grants/ funding opportunities, ensuring all contractual obligations are met
- To ensure that staff and volunteers are aware of and comply with financial controls, including delegated authorities, cash handling procedures and accurate recording and coding of financial information

Other

- To report to the Board of Trustees at six-weekly meetings and coordinate the AGM
- To undertake other tasks in line with the grade of the post as directed by the Chair of Trustees

This post will be subject to an enhanced DBS check which will be paid for by the charity.
All staff are required to engage in regular supervision and appropriate training will be offered.

Leave policy: Staff who work 5 days a week are entitled to 23 days paid holiday per year, part time staff allowance will be pro rata. Bank holidays are not included in the 23 days. Staff are permitted 8 bank holidays per year in addition to the 23 days, these will be calculated pro rata for part-time staff

Person specification:

	Essential	Desirable
Skills and Abilities	<ul style="list-style-type: none"> • Ability to lead and motivate staff • Excellent organisational skills • Excellent communication skills including written (e.g. proposals, reports, letters and oral (e.g. individuals, group work, talks) with and for a wide range of individuals and organisations • Outstanding interpersonal, negotiating and influencing skills • Ability to work on own initiative as well as part of a team • Ability to network and build relationships with other charities and statutory organisations. 	<ul style="list-style-type: none"> • Use of car and a current drivers license
Experience and Qualifications	<ul style="list-style-type: none"> • Good standard of education (minimum of 'A' Levels or equivalent) • Experience of working for a charity or similar organisation • Demonstrable experience of securing funding applications (min £5,000) • Experience of managing a budget. • At least two years' experience of managing services and staff • Experience of writing clear and analytical reports in areas such as: project development plan; funding proposals; strategic/development plan; new/revised organisational policies • Project/ programme management experience 	<ul style="list-style-type: none"> • Relevant Degree/Qualifications • Strategic charity management • Experience of marketing and publicity • Experience of managing a budget over £50,000 • Social Media management • Experience of working with charity Trustee Board.
Knowledge	<ul style="list-style-type: none"> • Good IT literacy particularly in Microsoft Word/Excel • Understanding of charity accounting & good level of financial literacy • Fundraising knowledge • General knowledge of HR and employment practice • Knowledge/interest in women's mental health 	<ul style="list-style-type: none"> • Knowledge and understanding of Safeguarding • Understanding of good practice in relation to volunteers
Personal qualities	<ul style="list-style-type: none"> • Excellent time management • Have the ability to work independently, to 	

	<p>drive your own work and be accountable for your own direction</p> <ul style="list-style-type: none">• Friendly and outgoing• Enthusiastic and a good motivator• Commitment to equality in all aspects of work• Ability to work occasional evenings and weekends as required	
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