



Pregnancy
Sickness
Support

Job Title: Charity Manager

Hours: 37.5 hours per week

Salary: Negotiable, dependant on experience

Reports to: Chair of Trustees

Location: PSS HQ, 19G Normandy Way, Bodmin, Cornwall PL31 1RB NB. *This is an office-based role in our covid-secure office. Home working will only be applicable in cases of self-isolation for the duration of government required isolation.*

Partial funding for this role is secured for 2 years through The National Lottery Community Fund with remaining funds generated through fundraising efforts. The successful applicant will have a 3-6 month probationary period.

Job Purpose

The Charity Manager provides strategic direction, in partnership with the Board of Trustees and day-to-day leadership in collaboration with the staff. The Charity Manager leads and actively manages corporate functions including finances, HR, infrastructure, and organisational development. The Charity Manager ensures quality and efficiency internally, and strong external relationships and reputation.

Key Job Responsibilities

Strategic Leadership, Management & Organisational development

- Translate the vision, mission, aims and organisational strategy into high quality service delivery, working cultures and practices
- Work with the Board to develop the business plan and translate it into measurable actions, reporting to the Board on progress
- Actively lead on identifying and securing funding
- Actively lead on the development of partnerships, build relationships with major donors or companies, and make presentations at local and national level

- Achieving Kite Mark and industry standard status and continue monitoring and evaluation as appropriate
- Complete annual organisation audits and produce necessary reports as required
- Raise Pregnancy Sickness Support's external profile by developing relationships, and acting as senior point of contact with funders, policymakers, media, and potential partners to promote awareness of Pregnancy Sickness Support's work and secure on-going support and resources
- Ensure Pregnancy Sickness Support develops and maintains a culture of continuous learning, development and innovation in a way which underpins organisational aims and values

Financial Management and infrastructure

- Actively lead on financial management, including formulating, monitoring, and reporting on the annual budget
- To be the Financial Controller for Pregnancy Sickness Support
- Complete Book-keeping and maintain relationship with Accountants
- Oversee systems and procedures for internal financial control and protection of funds in accordance with Charity Commission Guidance
- Manage the organisation's physical infrastructure
- Ensure best practice in fundraising and implement methods for involving volunteers in the organisation

Funding bids and grants

- Seek out and identify appropriate grants and funds for applications
- Complete applications to a high standard and with an excellent attention to detail
- To keep up to date with fundraising policies and procedures and with changes in legislation and best practice
- To report to trustees on the outcomes achievements of grant applications
- To maintain working relationships with grant makers and funders and produce reports for funders on key performance indicator outcomes

Human Resources

- Take responsibility for human resources and development, including ensuring Pregnancy Sickness Support is a fair and reasonable employer
- Ensure staff and volunteers are inducted, directed, supported, and supervised to enable them to carry out their duties. Including providing appraisals and identifying training needs

- Maintain staff files, recording holidays, sickness and absences

Governance, Risk Management & Compliance

- Support the Board to ensure Pregnancy Sickness Support complies with all statutory requirements as an employer and a service provider
- Support the Board including preparation of papers for Board meetings and support in inducting new Board members
- Work with the Board to identify organisational risks and put in place controls to mitigate these risks and review as necessary
- To be the Data Controller for Pregnancy Sickness Support ensuring information is collected, processed, and retained in accordance with the principles of the Data Protection Act
- To be the Health and Safety Officer and Office Manager for the organisation ensuring the organisation is compliant and following relevant legislation.

Office Management

- Ensure the smooth running of the office such as ordering stationary supplies and consumables, arranging maintenance as required, and ensuring computer and telephone systems are operational.
- Maintaining legal compliance with policies and procedures, ensuring matters such as PAT testing and health and safety are up to date, insurance is valid and risk assessments are complete.

Additional duties and responsibilities

- To help organise events such as conference, exhibitions & social events
- To keep up to date with relevant policies and procedures and with changes in legislation and best practice.
- Carry out administrative duties in connection with the post
- Undertake any other appropriate duties as determined by the Trustees
- Carry out duties in accordance with PSS's policies and procedures, including Health and Safety, Confidentiality, Equal Opportunities, Data Protection etc.

In addition, the Employer may require you to undertake any other reasonable duties that the Employer may discuss with you from time to time.

Values

- Ensure the values of PSS are upheld
- Role model the anti-discriminatory values of Pregnancy Sickness Support adopting non-oppressive, empowering communication and participatory decision-making processes
- Take all possible steps to ensure the safety and confidentiality of service users, staff, and stakeholders
- Work creatively and imaginatively to realise the objectives of Pregnancy Sickness Support