**Stokesley and District Community Care Association**

**Job Description: Manager**

**Job Title:** Manager

**Location:** The post is based at Town Close, North Road, Stokesley. TS9 5DH

**Salary:** NJC SCP 24 (£28,672) pro rata

**Hours:** 21 hours per week, with flexibility for very occasional evening and weekend working.

**Contract:** All new staff are subject to a 6 month probationary period. If completed satisfactorily this will become a permanent post.

**Accountable to:** Executive committee of Trustees.

**Responsible for:** The management of the overall work of Stokesley and District Community Care Association (CCA) and its staff and volunteers.

**Background:**

Stokesley and District Community Care Association (CCA) is a registered charity (charitable incorporated organisation reg. no. 1178776), with 9 part time staff, about 180 volunteers and an annual turnover of around £150,000

CCA develops and manages services in response to local need. All our services involve our committed and much valued volunteers and are currently:

* Community transport with two fully accessible mini buses.
* Volunteer car scheme covering the Stokesley and surrounding villages, plus the Richmondshire district.
* Community visiting scheme, including befriending and a carers respite sitting scheme.
* Lunch club, Craft club, Exercise group and Tea dance
* Day centre for people living with dementia
* Room hire for local groups.

**Purpose of the post;**

* To ensure the CCA fulfils its charitable objects, as defined in the constitution.
* To implement the aims and objectives of the CCA under the direction of the Executive Committee of Trustees.
* To work pro-actively with statutory agencies and other voluntary and community sector organisations to support the local community.

**Main responsibilities:**

1. **Leadership and overall management.**
* To work with the Executive board of trustees in developing policy, updating strategic plans and devising annual action plans.
* To implement action plans, reporting progress at each Executive meeting.
* To identify resources and partnerships which will enable CCA to play its part in supporting the local community.
* To manage the organisation according to its policies and procedures, promoting good practice in all areas.

**2. Staff and volunteer management**

* To manage staff through effective recruitment, work planning, regular staff meetings, staff supervision and appraisal.
* To identify training needs and opportunities for staff, ensuring these are met wherever possible.
* To ensure the effective management of staff in line with CCA personnel policies.
* To ensure the effective involvement of and support for volunteers as appropriate.
* To ensure the implementation and compliance of all CCA policies.
* Ensure staff provide support and supervision for volunteers, enabling effective service delivery and a rewarding experience for those freely giving their time.
1. **Effective performance of CCA’s core functions.**
* To ensure CCA’s services are delivered to the highest standard.
* To provide a link with other key organisations, both statutory and voluntary.
1. **Financial and legal management.**
* To ensure the CCA meets its obligations both as an employed and as a registered charity.
* To work with trustees in generating adequate funding to meet CCA’s needs.
* To manage and work within agreed budgets.
* To work with the treasurer to ensure relevant reporting of CCA’s financial information.
* To ensure compliance with the legal and contractual requirements of all funding bodies.
* To ensure the Executive Committee of Trustees is properly advised and has the fullest possible support and information, to enable the effective discharge of its responsibilities.
* To be responsible for the use and upkeep of CCA’s premises consistent with any agreements with the landlord and staff and visitor wellbeing.
1. **Decision making.**

The manager is responsible for:

* All strategic management decisions within policies agreed by the Executive board of trustees
* Establishing and reviewing systems and processes to ensure the effective operation of the organisation.
* Accounting for devolved management responsibilities to the Executive Committee of Trustees.
1. **Special circumstances.**
* Flexibility is required to very occasionally attend evening and weekend meetings.
* The manager must have a full driving licence and the use of a car to travel from time to time throughout the Stokesley area and Hambleton district.
* To perform other duties as identified from time to time by the Executive Committee of Trustees commensurate with the level of responsibility of the post.
* An enhanced Disclosure and barring service check (DBS) will be required for this post.