

Job Description

The Fund is looking for a professionally qualified, experienced charity manager who will run this busy and flourishing grantmaking organisation and oversee the management of its local sheltered housing scheme based in SW13.

You will be an enthusiastic self-starter with a proven ability to manage a workload covering many disciplines.

Core Responsibilities

Working with the Corporate Trustee Board Directors, you will:

- Be responsible for the efficient and effective management and administration of all aspects of the grant application process from first receipt to payment.
- Act as the Fund's Accounting Officer and ensure compliance with all statutory financial and legal requirements and good practice standards.
- Advise the Directors on the developing work in the community in liaison with the other main charities, the Richmond Council for Voluntary Services (RCVS) and the local authority.
- Support the Directors in the long-term strategic direction of the charity
- Support the Directors in the strategic management of the contract with Crown Simmons Housing: oversee the contract performance and facilitate the annual performance review.

The successful candidate will need:

- A professional qualification and education up to degree level
- At least three years relevant charity management experience
- To be highly organised with an ability to take the lead, with a positive and flexible attitude.
- To demonstrate an ability to get to know and communicate with multiple charitable organisations and to summarise complex issues for decision making.
- To work on their own and also be a team player working with the board of directors

Building on a period of modernisation and renewal led by our previous Executive Director of 15 years, you will find the work both challenging and hugely rewarding.

If you are keen to manage a hugely varied workload and play a key part supporting some of the most vulnerable residents in the community, please send your CV, explaining how your experience and skills meet the required criteria, with supporting letter by 14 June 2018 to recruitment@barnesworkhousefund.org.uk

A full Specification of Services and Person Specification is available.