

Post Title	Charity Manager
Location	Lancaster, Lancashire
Employment Type	Part-Time
Salary	£31,886 (pro rata)
Hours of Work	30hrs a week over 4 days – flexible hours may include an evening
Reporting To	Board of Directors
Overview of A.C.E.	Achieve Change and Engagement (ACE) is a small charity in North Lancashire that supports young people to improve their emotional health and wellbeing, building resilience. We employ a team of emotional wellbeing and mental health professionals, who work with young people individually and in groups in various venues, such as; schools, GP practices, community centres, and from two therapy rooms at our office base in Sun Street, Lancaster. To support our service delivery there is a part time referral manager and clerical work allocation. We are a trauma informed service.
Job Role	Ace is wanting to appoint a vibrant, efficient, forward-looking manager for four days a week. We are looking for someone with an entrepreneurial mindset, with outstanding organisational skills and inspiring leadership abilities. This is an exciting job opportunity for a manager to assist in the sustainability and development of Ace The main purpose of this post is to support the directors to develop and improve ACE and to increase the efficiency and effectiveness of day-to-day operations. This is initially a 12 month post. The continuation of this post will be subject to ongoing funding.
Role Profile	<ul style="list-style-type: none"> • To be responsible for the day to day running of the charity, escalating matters to relevant directors where appropriate. • To lead and motivate ACE employees, volunteers and students on placement. • To turn strategies into actions and procedures. • To ensure projects hit targets and remain on budget. • To maintain and build new relations with key partners and stakeholders. • To lead on identifying and support writing funding bids and managing fundraising activities. • To lead on all aspects of health and safety, including safeguarding.
Job Specification	<ul style="list-style-type: none"> • Deal with day to day enquiries from staff, volunteers, external agencies and parents. • Attend interagency meetings • Ensure project compliance • Ensure good communication channels at all levels • Advise directors of circumstances that will impact on the charity • Lead on recruiting and inducting volunteers. • Ensuring all employees and volunteers adhere to mandatory training and on-boarding requirements • Working with the HR Director, create, implement and maintain an HR Policy framework. • Work with the Finance Director to make sure adequate resources are provided such as accommodation and materials

	<ul style="list-style-type: none"> • Ensure ACE meets commissioner and grant making bodies required quality standards • Ensure all returns and reports required by contracts are completed • Identify suitable funding and grant giving bodies to support the charities work • Make contact with and co- write bids to these organisations • Working with the Risk and Compliance Director, ensure A.C.E. has in place all the required policies • Working with the Risk and Compliance Director, create, implement and maintain an operational risk framework • Conduct operational risk assessments in accordance with the risk framework • Ensure procedures to implement the policies are robust • Work with directors to establish and update a PR Marketing action plan • Implement the Operational Action Plan.
<p>Additional Responsibilities</p>	<ul style="list-style-type: none"> • Organise and deliver staff meetings • Assist in organising fundraising events
<p>Applications</p>	<p>If you would like to discuss the job before applying, contact Sally Temple, Operations Director email: sally.temple@a-c-e.org.uk</p> <p>The deadline for applications is 5pm on Friday 22nd April</p> <p>Email your completed application form to admin@a-c-e.org.uk Please do not convert your form to a PDF, otherwise it will not be possible for us to remove the identifying information before sending your application to the recruitment panel.</p> <p>Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.</p> <p>Interviews will be held on the evenings of 27th and 28th April so please keep this date free as alternative dates cannot be offered.</p> <p>If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.</p> <p>Achieve, Change and Engagement is committed to equal opportunities. This post is subject to an enhanced disclosure check via DBS.</p>