**CHARITY MANAGER JOB ADVERT AND JOB DESCRIPTION**

Employer: Toucan for Children

Position: Charity Manager

Location: Mitcheldean, Gloucestershire

Salary: up to £35,000 per annum pro rata

Duration: 18-month contract with a view to extend

Closing date: 9am on 13 February 2023

**Role Description**

Toucan for Children (Toucan) exists to help tackle the crisis in children’s mental health. We are looking for a talented leader who is ready to wear many hats and navigate the charity through a period of growth. You will be central to the leadership team working alongside, and with the support of the board of trustees.

We provide therapeutic services to improve vulnerable children’s mental health and wellbeing through play and creative arts. Supporting young people between 4 and 13 years old who are suffering, or at risk of suffering, mental health difficulties. Our aim is to prevent mental health crisis and reduce the risk of longer-term mental health problems. Thus, giving this group of children the best chance to achieve their full potential.

Since we opened our doors 12 years ago, we have provided therapy to over 600 children positively impacting not only the children but their families and as a team we are committed to doing all we can to ensure no child is prevented from receiving the help they need because of financial constraints.

The appointment of the charity’s new manager comes at a challenging time. Our new Manager will help Toucan devise and implement a strategy to deliver the charity’s vision and mission – to improve children’s mental health and improve children’s lives – reaching as many children experiencing mental health issues as possible at the earliest age possible, by creating an easily accessible and affordable therapeutic service that provides each child the opportunity to explore their difficulties is a safe space with a skilled and professional therapist.

**Our Team**

We have our main centre in Mitcheldean with three therapeutic playrooms, operating 4 days a week (Tuesday – Friday) and an outreach centre in Gloucester with two therapeutic playrooms, operating 5 days a week. Our therapists are all part time and comprise of qualified employed and self-employed therapists and students undertaking their clinical hours with us. We pride ourselves on ensuring clinical excellence and being a responsive service, meeting the mental health needs of children.

**Main Duties and Responsibilities**

As Charity Manager you will be responsible for ensuring that Toucan for Children achieves its core outcomes:

*Financial:*

* Take overall responsibility for the financial leadership of the charity, including forecasting, control, reporting and management of the charity’s finances, records and resources to ensure regulatory compliance and growth
* Toucan’s executive leadership and trustees continue to have a clear and actionable understanding of the organisation’s financial situation, and uses this to support decision-making and future strategy planning
* Toucan maintains robust financial controls, systems and processes such that the leadership retains full oversight of its income and spend and the organisation meets all statutory requirements
* Ensure Toucan’s sustainability through securing long-term funding

People:

* Directly manage key staff (Therapists, Students, Administration and Support staff) ensuring high performance balanced against positive wellbeing
* Ensure continuous appraisal and development of employees
* Develop a positive relationship with the trustees, ensuring effective communication and regular reporting#

Organisational growth and delivery:

* Ensure that Toucan for Children can meet its immediate and long-term objectives, creating an empowering culture
* Provide strategic management in supporting the trustees to set a clear vision and direction for the organisation
* Lead the strategic planning process in partnership with the trustees
* Create an organisational culture that empowers and involves all its stakeholders
* Work with the trustees and provide strategic management to the key staff of Toucan for Children and assist in setting clear vision and direction

Statutory:

* Ensure that Toucan for Children meets all of its legal obligations with regards to any regulations that pertain to the organisation’s activities
* Guarantee that Toucan for Children meets all of its targets set by funders
* Develop and maintain a clear set of policies and procedures ensuring that these inform the behaviours of staff and volunteers

External relationships

* Establish working relationships with key people and organisations that will have both a beneficial impact on the work of the organisation, bring positive outcomes for the children and young people and create a positive profile for Toucan for Children

Safeguarding

* All staff/students/volunteers are subject to Safer Recruitment procedure prior to engaging with work at Toucan for Children
* Promote and safeguard the welfare of the children and young people who attend our centres, according to Toucan for Children’s safeguarding Policy.
* Clear, transparent and accurate reporting procedures are in place and adhered to at all times.

Health and Safety

* Ensure Toucan for Children’s Health and Safety Policy is followed by all staff/students/volunteers
* There is robust process in place for managing risk

The post holder will be expected to manage information in accordance with all Toucan for Children policies and procedures, most specifically

* Safeguarding
* Code of Conduct
* Data Protection
* Health and Safety
* Financial Procedures

**Person Specification**

The ideal candidate will have a genuine interest in working in the charity sector. Experience in a leadership role is highly desirable alongside an understanding of children’s mental health .

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| Essential | Desirable |
| * Commitment to Toucan’s mission and values, and passionate about tackling the crisis in children’s mental health * Strong generalist understanding of finance and accounting software, HR and governance * Understanding of or experience in supporting fundraising through preparation of budgets, handling a range of income and financial reporting * Talented leader with high personal standards for delivery and ability to motivate and inspire the wider team * Skilled at building relationships with a number of stakeholders both internally and externally * Able to multi-task and prioritise effectively * Excellent spoken and written English language skill | * Experience, interest in or commitment to a career in the charity sector * Leadership/line management experience |

How to Apply

Please send you CV and covering letter highlighting your interest in Toucan for Children and your motivation for undertaking this role, as well as any specific experience or strengths that you will bring. Please detail your relevant experience, ensuring this is in line with the above role description / person specification. Please also detail your preferred start date.

Please send your application to janice@toucanforchildren.co.uk 9am on Monday 13th February 2023.

This is a UK-based post and applicants must be living in and have the right to work the UK; if applicable please detail your visa status in your covering email.

Equality and diversity matter to us. If you think you’d be suited to one of our roles we’d love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Toucan for Children is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.