

**DIRECTOR
JOB DESCRIPTION AND
PERSON SPECIFICATION**

DIRECTOR

Context

Markfield is a successful and valued local charity, established for more than 40 years, originally set up by parents of disabled children to create a safe and supportive space for inclusive play. We provide a diverse range of services for disabled children, young people and adults, parents, carers and siblings. We attract around £600k of funding each year with the support of more than 15 funders. An important part of why we reach over a thousand people annually is our flexible, responsive and wide-ranging services designed with and around the needs of disabled children, adults and families.

Responsible to: Chair of the Board of Trustees

Responsible for: Senior Management Team (SMT), with direct reports from three Service Managers and Operations Manager

Salary: c. £46k

Pension: There is a 3% employer's contribution to the workplace pension scheme

Annual Leave: Annual Leave is 25 days per year plus Bank Holidays, rising to 30 days after three years' service

Location: Tottenham, in a Grade II listed building within a park

DBS: This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service (DBS)

Working hours: The post is 35 hours a week, however job-share proposals will also be considered (applicants need to state which aspects of the role each job-share partner will undertake). Some early morning, evening and weekend work is as required as part of the job.

Overall Job Role

The Director will provide organisational leadership, oversee all operations and be responsible for the organisation's culture and the achievement of its objectives within strategic and accountability frameworks agreed with the Board.

The Director will spearhead the development and growth of the charity, with the support of the Senior Management Team, ensuring that activities are carried out within the charity's ethos, nature and spirit of the law, and in accordance with the charity's practice.

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Principal Responsibilities

Leadership and Strategy

- Provide strategic vision and leadership to the operation and development of Markfield within the direction set by the Board of Trustees
- Ensure that the charitable purposes of Markfield are followed and that it delivers its community and charitable objectives and benefits
- Work with the Chair to enable the Trustees to fulfil their duties and legal and other responsibilities for the proper governance of Markfield
- Ensure that the Board receives advice, recommendations and information in an effective, thorough and timely manner
- In partnership with the Chair, to ensure that the Board of Trustees regularly review how its values, ethos, vision, strategic objectives and priorities for the charity remain pertinent and are implemented
- Build on future strategies and plans with the organisational responses, service adaptations and other positive changes achieved during the Covid-19 pandemic
- Review and prepare development plans of the charity's medium to long-term strategy, in line with the Markfield's vision, and values and obtain the approval of the Board
- Develop annual strategic and operational plans, ensure effective implementation and critically review outcomes as part of a process of establishing the organisation's social and other impacts
- Seek and develop new opportunities, collaborative ventures and partnerships embracing and leading change with sensitivity and skill whilst forging new ways of operating, delivering the vision and motivating staff.

Staff and Volunteer Support and Development

- Create effective relationships, inspire and support the team to fulfil their job roles and to understand how their contribution is vital to achieving wider strategic aims
- Manage the team at Markfield and ensure it is a well-run organisation where colleagues feel valued and able to work effectively

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- Improve organisational effectiveness through encouraging effective induction, coaching, training and mentoring, as required
- Continue the culture of staff and volunteer involvement and consultation in decision making
- Ensure there are clear lines of accountability and responsibility across the team which foster and maintain effective working relationships for the organisation.

Fundraising and Income Generation

- Lead Markfield's fundraising strategy, building in SMART milestones and targets to fulfil the strategic plan, and build a sustainable programme of individual, corporate, legacy and trust donations and commissioned contracts/agreements to ensure a long-term sustainable income
- Seek out and develop the marketing and promotion of training services and other products ensuring the build-up of future income streams and resources
- Build strong relationships with a range of potential funders, partners and stakeholders including local authorities
- Write funding proposals to trusts and foundations, local authority tenders and develop other funding opportunities
- Manage fundraising consultants and oversee shaping and writing of major bids
- Identify and cultivate fundraising opportunities with high value donors, trusts and foundations, local authority commissioners and corporate sources of funding, ensuring a high-quality donor care experience
- Provide the Board with regular reports on progress made against SMART targets in line with the fundraising strategy.

Finance and Risk

- Ensure the financial health of the charity by developing, implementing, overseeing and monitoring the fundraising strategy and maintaining an adequate level of reserves
- Develop an annual budget and forecast for Board approval using conventional spreadsheet software e.g. Microsoft Excel

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- Ensure the Risk Register is regularly updated by the Board and Senior Management Team and ensure a fresh risk analysis is automatically carried out when taking on new work, or proposing new work to the Board
- Ensure that funding receipt and allocation is accurately tracked and well documented by Senior Managers and reported to the Board
- Work with staff, and the Board, in conjunction with the Treasurer, to ensure the charity's financial viability is reviewed regularly, in line with policy and practice including forecasting and monitoring outcomes, and ensure compliance with all legal responsibilities.

Operational Management

- Be accountable to the Board for the proper and effective management of the charity in line with the ethos of Markfield
- Oversee effective management of a Grade II listed building and external resourcing to maintain and develop the adventure playground
- Ensure that all staff policies and decisions support the agreed vision, mission, values, philosophy and strategic priorities of Markfield
- Work with the Senior Management Team to create robust service delivery plans to deliver strategic objectives
- Ensure that all the operational activities are fit for purpose, effective and efficient, directed towards achieving the maximum impact for the benefit of the service users
- Maintain systems for monitoring the performance of Markfield in line with its strategy, and report to the Trustees on the performance of the charity, its operational plans, and against the annual budget as approved by the Board
- Ensure that the recruitment, management, training and development of staff reflect good employment practice and are directed towards achieving Markfield's objectives.

Representation and Communications

- Ensure the fostering of good communications throughout the charity and externally

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- Act as an ambassador and spokesperson for the charity in consultation with the Board, engaging with stakeholders, potential partners, funders etc
- Review, develop and set up processes to listen to the views of current and potential service users on the performance of the charity as well as on areas for future development
- Represent and be an advocate for Markfield at external local, regional and national networks
- Promote the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies and other external stakeholders.

Governance and Accountability

- Support the Board of Trustees to ensure Markfield meets all statutory and reporting requirements, is effectively governed in line with recognised good practice and to ensure appropriate reporting is in place to allow Trustees to exercise their duty of care and to facilitate efficient strategic leadership by the Trustees
- Ensure compliance with all legal requirements in financial management, health and safety and personnel
- Report regularly to the Board of Trustees on the performance of the charity, progress towards the strategic priorities and the achievement of programmes, projects and significant meetings and policies
- Work closely with existing Board members to ensure that the charity has the necessary skills it requires to govern the charity well, and that the Board has access to relevant external professional advice and expertise
- Assist the Chair in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees, future Chairs of the Board and future Directors
- In conjunction with the Board, develop an annual programme of Board meetings and away days
- Ensure that the right and appropriate items are included on Board agendas and that appropriate papers are provided in a timely manner.

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Person specification and methods of assessment

Assessment Criteria	Application	Interview	Presentation	Writing / Numerical Task
1. Essential Commitments Required:				
a. Markfield’s Aims and Objectives Commitment to the aims and ethos of Markfield as a values-led work environment and a passion for the rights of disabled and autistic people	✓	✓	✓	✓
b. Equal Opportunities, Diversity and Inclusion Understanding of and commitment to Equal Opportunities, Diversity and Inclusion	✓	✓	✓	✓
2. Essential Experience Required:				
a. Direct experience of working with disability, personally or professionally	✓	✓		
b. At least 5 years in a senior leadership role in managing a voluntary sector or charitable organisation or department within a larger charitable organisation or equivalent	✓	✓		
c. Substantial experience of working with disadvantaged communities, with a practical understanding of overcoming barriers to social inclusion.	✓	✓		
d. Substantial experience of budget management and financial accountability for an organisation with multiple funding streams	✓	✓		✓
e. Proven track record of securing funding in a tough financial climate, with demonstrable experience of writing funding applications.	✓	✓		✓

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f. Experience of strong project management with multiple priorities.	✓	✓		
g. Experience of managing a varied and demanding workload	✓	✓		✓
h. Experience in leading and managing change	✓	✓		
i. Evidence of success in leading, managing, motivating and developing a team	✓	✓		
j. Experience of using Microsoft Office, including Excel	✓	✓		✓
3. Essential Skills and Abilities Required				
a. Good communication, influencing, negotiating & facilitation skills, both written and verbal with a high level of tact, diplomacy and sensitivity	✓	✓	✓	✓
b. Ability to analyse complex situations and make appropriate strategic decisions	✓	✓		✓
c. Ability to present ideas persuasively	✓	✓	✓	✓
d. Sound judgement and cultural sensitivity, demonstrating emotional intelligence and empathy	✓	✓		✓
e. Ability to manage a building	✓	✓		

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4. Essential Knowledge Requirements				
a. A sound understanding of the not-for-profit sector	✓	✓		✓
b. Strong financial management skills	✓	✓		✓
c. Understanding of the challenges facing disabled people and their families	✓	✓	✓	✓
d. Good understanding of the charity sector's regulatory frameworks and legislation including GDPR	✓	✓		
e. An understanding of person-centred approaches to working and service user participation	✓	✓	✓	✓
f. An understanding of commissioning in relation to the Voluntary and Community Sector	✓	✓	✓	
4a. Desirable Knowledge Requirements				
g. Knowledge of a charity accounting database system	✓	✓		