

### Job Profile

<b>Job Title</b>	Charity Manager
<b>Location</b>	Herne Bay – Canterbury
<b>Reports To</b>	Trustees
<b>Remuneration</b>	NJC Scale 37 – Pro Rata
<b>Hours</b>	22.5 hours per week role, however has the capacity to increase subject to the growth of the organisation.
<b>Line Management Responsibilities</b>	4 members of staff
<b>Safeguarding</b>	An enhanced DBS check will be required for this role. This will be carried out prior to appointment.

### Background:

Bright Shadow is an innovative community arts organisation whose mission is to enable people living with dementia and those who care for them to live well and to thrive. Founded in 2009, Bright Shadow is well respected and recognised as an innovative organisation delivering quality dementia care support in the UK. It is known in the sector for its commitment to challenging what activity can be for older people and for employing creative approaches to some of the social and physical barriers faced by people living with dementia and their carers. We are a rapidly expanding organisation that offers a range of services. These are:

- **Zest Workshops** – our unique, tried, tested and evaluated model of activity sessions for people living with dementia. Zest Workshops are themed participatory workshops that use performing arts activities and techniques to engage people living with dementia in meaningful and fun activity, celebrating the here and now.
- **Zest Communities** –our flagship service that provides fortnightly workshops for people living with dementia in their own homes. Zest Communities currently run in 4 locations across East Kent. These are dementia inclusive sessions that welcome both people with and without a dementia diagnosis to attend with their family members and friends to have a fun and stimulating time together. From Autumn 2017 the number of these communities will increase to cover a minimum of 2 new locations with another 5 in the pipeline.
- **Training** – we deliver nationwide activity training to the care sector as well as dementia inclusivity training to arts and culture organisations and faith organisations.
- **Bright Boxes** – activity resource kits that have all the instructions and resources needed to deliver themed activity sessions for group and one to one settings.

As the manager of this exciting and growing charity you will have overall responsibility for the running and growth of the organisation. We are seeking an energetic individual with vision and passion as well as excellent managerial and operational skills.

### **Job Purpose:**

To manage, lead and grow the organisation under the governance of the Board of Trustees. Your main responsibilities will be:

- General management of the charity ensuring it is complying with all current legislation including safeguarding and health and safety procedures.
- Protection, development and promotion of Bright Shadow's vision and ethos.
- Securing core and project funding for the different services and reporting to relevant funders.
- Management, recruitment and appointment of the charity's staff.
- Ensuring that all projects and services are being run to a high quality in keeping with Bright Shadow's mission of Brighter Quality Care. You can read more about this here <http://brightshadow.org.uk/about/>
- Develop the artistic and creative direction of the charity.
- Reporting to Board of Trustees on a monthly basis.
- Keeping management accounts and working with the charity Treasurer to produce financial forecasts and cash-flows.
- Developing training strategy for residential care sector and community organisations with support from Trustees.
- Representing the charity in public, including networking, delivering presentations at conference and other events.
- Delivering on the charity business plan
- Oversight and delivery of general charity marketing and promotion, including the production of content for the website and social media.
- Ensure that the impact of the charity is being measured appropriately and reported to Trustees and Funders.
- Building cross agency relationships with health sector, community organisations, support organisations, arts venues, public sector and funders.
- Building relationships with customers in the private residential care sector.

### **Person Profile:**

#### **Essential:**

- Excellent internal and external communication skills transferrable to many contexts and community groups.
- Experience in senior management role.
- Experience managing and motivating a team

- Experience managing multiple budgets and income streams including ring-fenced income.
- Experience writing funding bids
- Knowledge of the arts and/or care sectors
- Proficient with Microsoft operating systems
- Ability to see the overall picture of an organisation and drive vision.
- Passionate about the use of creativity to improve wellbeing
- Passionate about older people and people living with dementia being enabled to live well and thrive.

**Desirable:**

- Experience of management in the community arts sector
- Understanding of care sector and community care including NHS and public sector
- Experience with or understanding of dementia and its effects on people living with a diagnosis and those who love and care for them.
- Experience measuring organisational impact and/or monitoring evaluation processes
- Experience of raising finance outside of funding applications
- Experience of using design software such as Photoshop and In Design
- Experience designing and implementing organisational strategy
- Experience of Wordpress website operating system
- Experience of public sector commissioning process

**Education/Professional Skills:**

- Degree level qualification or higher/ equivalent workplace experience
- Management qualification desirable

**Desirable Personal Qualities:**

Bright Shadow is a lifestyle organisation committed to bettering the quality of life for everyone affected by dementia. We believe in a brighter quality of care using a relationship centred approach to care. We expect this approach to wellbeing to be modelled throughout the organisation and in its leadership. Therefore we are looking for some desirable personal qualities in our new charity manager. These are:

- Empathy
- Integrity
- Creativity
- Generosity
- Positivity
- Compassion
- Team player
- Promoting equality of opportunity

- Self and team motivated
- Flexible
- Respectful manner

**Other Requirements:**

- Full driving license and access to own car

**To Apply:**

Please send a CV and cover letter to [applications@brightshadow.org.uk](mailto:applications@brightshadow.org.uk) by 5pm on Sunday 23<sup>rd</sup> July 2017.

Interviews are due to be held on Thursday 27<sup>th</sup> July in Herne Bay.