

*AY Group is currently hiring General Manager for its community service organisation. Please see below to find the detailed information regarding the roles mentioned above. With increasing Knife crime, AY Group has started selling First Aid Courses to train the people to stay safe. Please revert us if the above-mentioned opportunity excites you. However, through this noble job, you will get a chance to give something back to the society and grow professionally. Our society needs your hearty support. Please come and join us to this noble venture.*

# Volunteering Role

**Post Title:** General Manager

**Department:**  Fundraising

**Contract:** 12 months fixed term /2 weeks’ notice must be given

**Hours:**

**Location:** London Office

**Responsible to:** CEO (Danny Barnes)

**PRINCIPAL DUTIES:**

* Ensure the smooth, efficient running of the company.
* Line-manage staff members.
* Implement the organisation’s strategic plan.
* Continue to ensure the financial viability of the company.
* Increase the company’s revenue.
* Administer the company as a Company limited by guarantee.

**MAIN DUTIES:**

### **Marketing:**

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* Develop business opportunities to the widest possible audience base, including increasing the number of commercial contracts.
* Develop an innovative marketing strategy for the company within existing financial constraints.
* Ensure all marketing tasks are administrated effectively and completed in a timely manner.

### **Fundraising:**

* Develop existing contracts and initiate new fundraising streams for the company.
* Foster and develop a fundraising culture across the organisation; inspiring and coordinating both staff and volunteers.

#### **Financial Management:**

* Lead on financial planning and management, with an emphasis on cash flow, budgeting and operating costs.
* Ensure that rigorous systems, policies and procedures are maintained.
* Obtain relevant licenses for building(s) and events.
* Liaise with the CEO over in-house operational budgets.
* Prepare monthly reports for presentation at Meetings and yearly report for the AGM.
* Coordinate the company’s accountant(s) in the preparation of year-end accounts.
* Implement the company’s transition to Accounting software.
* Update insurance policies and subscriptions to the relevant organisations.

#### **Staff Management:**

* Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counselling, and disciplining managers/staff members.
* Communicating values, strategies, and objectives.
* Assigning accountabilities.
* Planning, monitoring, and appraising job results.
* Develop incentives and a climate for offering information and opinions.
* Provide educational opportunities.
* Take responsibility for all HR systems and administration for staff **including payroll.**
* Manage staff and volunteers in conjunction with the CEO.
* Ensure that the company complies with child protection, health and safety, disability, equality and diversity laws.

#### **Premises:**

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• Ensure the maintenance and security of the building(s), ensuring that it meets safety standards.

#### **Health and Safety:**

* Lead on ensuring all health and safety procedures are up-to-date and appropriately implemented.
* Oversee the timely and accurate completion of all health and safety administration.
* Coordinate an increase in the number of both first aiders and fire marshals within the organisation.

#### **Company Management:**

* Foster positive relationships through clear communication with members of staff, awarding bodies and partners.
* Support the work of department heads in recruiting, training and retaining staff members and volunteers in all areas of the company.
* Ensure that data protection, child protection, health and safety, disability, equality and diversity issues are addressed.
* Support and promote the work of the company.

# PERSON SPECIFICATION

**DIRECTORATE:** Teaching & Learning

**POST TITLE:**  General Manager

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| **Formal**  **Qualification** | Bachelor’s Degree in Business Management or related field.  Assessor Award (A1, TAQA Level 3).  V1, TAQA Level 4 Award or willingness to undertake qualification.  Education and Training Qualification Level 3, 4 or 5 and/or the equivalent such as PTLLS, CTLLS or DTLLS. | ✓ | ✓    ✓ |
| **Knowledge** | Good knowledge of Apprenticeships and NVQ/QCFs framework. Good knowledge of teaching/assessment procedures.  Thorough knowledge of marketing strategies. | ✓ | ✓ |
| **Experience** | Successful experience of managing businesses.  Successful experience of learning support.  Successful experience of managing and supporting staff members.  Relevant and current industry experience in education and training (e.g. College).  Successful experience of training and presenting. | ✓  ✓      ✓ | ✓  ✓ |
| **Skills** | Good communication skills, to be able to handle in a confident and professional manner, all types of telephone/face to face contact.  Good organisation and administration skills  Good Presentation skills  Ability to prioritise workload.  Ability to problem solve.  Ability to use own initiative.  Excellent IT Skills. | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Other Specific**  **Qualities** | Ability to maintain confidentiality.  Demonstrable commitment to equality of opportunity for all.  Ability to work flexibly to respond to changing priorities. Enthusiastic. | ✓  ✓  ✓  ✓ |  |
| **Personality**  **Motivation** | Able to work as part of a team.  Ability to delegate  Committed to high standards.  Committed to supporting students and staff members. | ✓  ✓  ✓  ✓ |  |
| **Physical**  **Requirements** | Fit and able to carry out the duties of the post. | ✓ |  |
| **Circumstances** | Able to work outside normal hours as may be required to work evenings and weekends.  Able to travel.  Must be able to provide a clean DBS. | ✓  ✓  ✓ |  |

# E = Essential D = Desirable