

Job Description:

Charity Manager, Noonan Syndrome Association, UK (NSA)

Role: The charity manager is responsible for the day to day management of NSA including the administration and finances. The charity supports over 600 families in the UK and plays a key role in new research into this complex condition

Main Duties:

- Organising and recording agreed actions from trustee board meetings and conference calls
- Working with and responding to the charity membership including medical enquiries and requests for help with fundraising
- Working with lead trustees on finance, fundraising, social media
- Management of day to day finances including making and receiving payments
- Liaising with accountants/auditors in the preparation of accounts
- Organising the annual Families weekend
- Purchasing equipment, stationery, software etc for the efficient operation of the charity
- Storage and distribution of fundraising materials eg banners, flyers, posters, collecting boxes
- Be up to date with charity legislation and keep trustees up to date and well trained

Accountability:

- Reports to Chair and Board of Trustees

Knowledge and Experience

Essential

- Knowledge and understanding of working with vulnerable children and adults
- Management experience preferably in a voluntary sector or health or social care organisation
- Direct involvement in the development of strategy, business plans and organisational policies
- Sound financial awareness, including experience of managing and controlling budgets and resources

Preferable

- Direct experience of the UK voluntary fundraising environment, encompassing community fundraising, Trusts and Foundations
- Experience of marketing and promoting an organisation to increase awareness and support
- Experience in working with, and implementing, quality systems to ensure high quality services are delivered
- Experience of working with and managing volunteers

Essential Skills, Abilities and Competencies

- Committed and highly self-motivated with ability to enthuse, inspire and motivate others in order to ensure the objectives of the Charity are achieved
- The ability to work in a self-directed manner, and as part of a team, including ability to develop and build good working relationships with all stakeholders and partners.
- Excellent organisational, written and verbal communication skills
- The ability to network and communicate with a wide range of personnel including healthcare professionals, commissioners, charity representatives and fundraisers.
- Highly professional approach to all tasks
- Ability to work under pressure, managing competing priorities, and ensuring deadlines are met.
- Good organisational, administrative and time-management skills.
- Computer literacy in dealing with standard MS Office packages, including spreadsheets.

Employment Status: Self employed responsible for own tax and National Insurance. Initial contract for 6 months to be extended by mutual agreement.

Hours: Part time – 20 hours per week over 47 weeks per annum including 5 weekend meetings each year

Payment: £14,400 per annum. Office holder to be responsible for making all tax and National Insurance contributions.
