**St Peters House Role Description**

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| **Title of post** | **Project Director** |
| **Reporting to** | Chair |
| **Salary:** | From £33,437 FTE, £20,062 (pro-rata) |
| **Working Hours** | Part time21 hours per week |
| **Term** | Permanent |

**Role purpose**

To lead the organisation and provide effective and efficient management in the delivery of support services of St Peters House Project (SPH) in both Surrey & West Sussex, ensuring that projects and services are delivered to high quality standards and are appropriate to the needs of people living with HIV.

To work strategically in maintaining, planning and designing projects in line with established policy. Establish accurate and timely financial management, including raising funds to adequately support services which deliver opportunities for choice, independence and support for all people living with or affected by HIV

Provide and maintain effective working practices to manage the organisation’s staff and volunteers. Advise the Trustees on strategic and legislative developments, and develop effective working relationships with key individuals and organisations to benefit the organisation or service user group.

**Main Tasks**

1. To be responsible for the management of the project’s work. Working in close conjunction with stakeholders and project staff, the post holder will identify project objectives and targets, develop operational strategies to meet them, and ensure effective implementation, working to national standards wherever possible. To support the service users to be fully involved in the service planning and delivery through co-production, ensuring services remain relevant to meet new emerging needs.
2. Ensuring good practice, implementing effective monitoring and evaluation systems, problem solving, service development and project promotion.
3. Lead on the development of fundraising strategies and take responsibility for executing those plans and creating/taking new opportunities for income diversification.
4. Attend meetings externally and internally in respect of support services, funding and organisational/strategic development, making and building networks of funding support with statutory and other agencies and writing funding applications and proposals.
5. Provide regular and consistent line management support to new and existing staff and volunteers, including regular supervisory sessions and appraisals. Responsibility for recruitment, induction and training programmes, personal support and professional development, as well as appropriate guidance and support to those staff who have line management responsibility for others.
6. Ensure an effective Human Resources functions, including payroll, are implemented.
7. Ensure that all services are maintained in accordance with the requirements detailed in service specifications and contracts and other funders requirements**.**

**Finance**

1. Take a lead role for the day-to-day financial management of the St Peters House and its projects.
2. Devise and prepare the Annual Report to communicate the summary of services delivered and financial activities.
3. Assist the Treasurer with the formulation of the annual operation budget.
4. Manage timely and accurate day-to-day accounting and financial control including contributing to budgeting, financial planning and cost control so as to ensure the cost-effectiveness of all project activity and associated core costs. Monitor expenditure against the budget. To work with the Treasurer to produce cash flow forecast.
5. Advise the Trustees of any variances that may impact the budget.
6. In conjunction with the Treasurer, review annually the organisation’s financial procedures, bank mandates and authority limits.

**Premises**

1. Negotiate property lease renewal and service charge agreement.
2. Ensure the annual renewal of public liability insurance, employer’s liability insurance and property insurance.
3. Liaison with the landlord in respect of all matters and issues relating to the property.

**Liaison with the Trustees**

1. Advise and collaborate fully with the Trustees in the planning and development of the organisation’s work and to assist and prepare reports as required.
2. Advise the Trustees of issues needing attention within the organisation.
3. Report and work with the Trustees of on all matters relating to new policy and procedure documents.
4. Assist the Trustees in maintaining appropriate policies and benefits commensurate with the roles.
5. Assist the Chair in drawing up the Trustee Board agendas and attend the Trustee Board meetings.
6. Attend Trustee Board Sub-committees as required.
7. Bring to the attention of the Chair and Trustees, matters that relate to the organisation’s public image

**General**

1. Develop new projects which meet identified need through research or evaluation and which are consistent with SPH’s objectives.
2. Develop opportunities for community volunteers to support the service delivery of SPH.
3. Ensure that all policies including those associated to Equal Opportunities Policy, Health and Safety and Confidentiality Policy and Procedures are established and maintained within project. Working alongside staff, to help ensure that adequate procedures are in place to ensure the implementation of a suitable user complaints process and to contribute to the review and monitoring of Equal Opportunities policy within SPH as a whole.
4. Maintain evaluation systems allowing for service user feedback to ensure that SPH delivers quality of services to its users. Including constantly listening to service users experience and feeding it back into the organisations learning, practice and service development.
5. Ensure there are robust systems to evidence the impact, value for money and social value of our work.
6. To lead the development of SPH’s policy and practice, to suggest innovations and new initiatives across the organisation and collaborate with all staff and volunteers in ensuring the team's efficiency and effectiveness.
7. To lead the overall publicity and promotion of SPH and its work making links with the media and the press, being involved in the development of appropriate publicity materials, in order to raise the profile of the organisation and disseminate information to current and potential service users.

**Statutory Obligations**

1. Ensure compliance with relevant legislation;

* Charity Commission Law
* Company Law
* Employment Law
* Buildings Regulations Law
* Health & Safety Law

1. Any other reasonable duties requested by the Trustee Board.

**Supplementary Information**

Based at St. Peters House Project, Redhill, Surrey and provision of outreach at external locations

The post is subject to a 13-week probationary period. All other terms and conditions are fully described in the contract of employment.

All posts within St Peters House have the opportunity of regular supervision an annual review/evaluation.