

CHARITY DIRECTOR - JOB DESCRIPTION

Job Title:	Charity Director
Salary:	£47,000 to £50,000 FTE
Normal Place of work:	Norfolk Street, Cambridge CB1 2LD
Hours of Work:	28 hours (4 days) a week (flexible working pattern and location can be agreed)
Responsible to:	Board of Trustees
Contract type:	Permanent

SUMMARY

Blue Smile is a charity dedicated to transforming the mental health and life chances of children across Cambridgeshire. Half of all lifetime mental health problems emerge by the age of 14. We know that early intervention and expert support can prevent problems worsening and give children the best possible chance of recovery at a young age, freeing them to enjoy life.

We are looking for a dynamic and forward-looking Charity Director following the retirement of our previous Director, Jess Manley, earlier this year. The new Charity Director will join Blue Smile at an exciting time and will lead the charity through its next stage of development. The foundations are securely in place with a strong, experienced team of dedicated staff, trustees and volunteers who have a track record of delivering a high-quality and highly valued service to children and their families and schools across Cambridgeshire and neighbouring counties. Blue Smile has continued to provide vital services for children and families throughout the pandemic. As an organisation we are now building on the learning and experience of the last eighteen months to ensure we can provide the most effective and most needed expert support, enabling children to thrive as we come through this challenging period and for the future.

Main Responsibilities

Reporting to the Chair and the Board of Trustees, the Charity Director will have overall responsibility for all aspects of the organisation, including clinical service delivery, policy development, fundraising, finance, HR, external and internal communications and liaison between the management and the Board.

The Charity Director will oversee Blue Smile's delivery of a high-quality service (utilising both paid staff and volunteers), will lead innovation and development in the clinical service, will identify and secure new opportunities for strategic partnerships and income generation and will maintain and further develop the charity's excellent reputation.

The Charity Director will ensure the charity's compliance with legal obligations and will maintain and ensure compliance with robust policies and procedures for all aspects of the charity's work.

The Charity Director will have well-developed strategic and management skills and will maintain an awareness of the operating environment such as those legislative developments, social trends and local needs likely to affect demand and shape opportunities for service development.

Line Management Responsibilities

- Head of Fundraising and Development
- Research and Impact Manager
- Clinical Operations Manager
- Clinical Administration & Recruitment Manager

Candidate Profile

The successful candidate will:

- Be passionate about improving child mental health to enable every child to thrive and reach their full potential.
- Be committed to continuing and advancing Blue Smile's work, aims and ethos.
- Have management/leadership experience ideally within the voluntary sector
- Demonstrate commercial and financial acumen including experience of setting and monitoring annual budgets
- Demonstrate the ability to effectively lead, motivate and support teams alongside strong strategic management and governance skills
- Have a talent for building relationships and for excellent stakeholder management
- Be able to demonstrate a practical and solution focused approach to operational delivery
- Have well-developed communication skills to be the ambassador for the Charity
- Demonstrate an understanding of safeguarding policy and best practice
- Ideally have some experience of fundraising and CRM systems

Please apply for this role by submitting your cv together with a completed Blue Smile application form explaining how you meet our criteria and how you think you could contribute to Blue Smile in the future.