



Job Description and Person Specification

Job Title: Business Manager

Position in Organisation: The job holder will report directly to the Charity Manager

Location: Redcar

Hours: 22.5 hours a week.

Salary: £31,200 (pro rata) Fixed Term for 2 years

The Link Charitable Trust (LCT) is a Registered Charity working with children, young people, and adults experiencing mental health and emotional wellbeing difficulties to help them lead more fulfilling lives. We offer a wide range of services including activity groups, one to one outreach 'befriending' for children and young people and one to one counselling for adults.

The role of Business Manager is to provide ongoing support to the Charity Manager and work alongside the wider Management Team. This will include processing payroll, maintaining finance systems, updating company cash flow and financial forecasts. This role will also involve coordination, maintenance and the development of the company's HR function alongside overseeing health and safety management.

Main Duties and Responsibilities

HR/ Staff Management

- Oversight of day-to-day operations of the HR function and delegation of duties.
- Liaising with The LCT's external HR service to ensure the Charity operates within legal obligations.
- Overseeing staff attendance and absence monitoring.
- Support the recruitment and selection process, writing job descriptions and preparing interview questions and application forms etc.
- Support recruitment and appointment of trustees with relevant skills and connections to assist in the sustainability and resilience of The LCT in collaboration with Charity Manager.
- Carry out induction of new employees/ volunteers/ student placements/ trustees.

- Oversee and manage a performance appraisal system that drives high performance.
- Identify training needs in collaboration with the Charity Manager and Management team.
- Administration of employee-related paperwork, such as employment contracts, new starter packs, or formal notices of termination and other relevant documentation.
- Continuously monitor and review policies, forms and procedures and ensure they are available on the relevant systems and report back to the management team with any changes, to support the needs of the business.
- Collaborating with managers to ensure the smooth running of the charity from a people perspective.
- Deputising in the absence of the Charity Manager and or the Management team.
- Overseeing the day-to-day management of the office alongside the Senior Management Team.
- Contributing to overall staff wellbeing, including staff development.
- Handling highly confidential information in an honest and trustworthy way.
- Ensure all members of the team are familiar with GDPR policies and gain full staff sign-off of GDPR Policies and Procedures.

Financial Responsibilities

- Track expenditure on grants to report back on projects.
- Monthly filing and reconciling company accounts and coding through accounting systems.
- Administer payroll and payroll records and keep accounts apprised of any changes.
- Structure and governance embedded into service and ensure full engagement and dedication of all board members.
- Support the implementation of Full Cost Recovery contributing to the sustainability of the Charity including creating budgets for funding application.

Other

- Work with external consultants for service development and identified tasks from Strategic plan aligned to Job Roles/Appraisals in collaboration with the Charity Manager
- Contribute to the day-to-day administration and running of the service, including appropriate keeping of all records relating to the users of the service, administration and finance, security and confidentiality of information/communication.
- Maximising the potential of the charity, contributing to the development of the use of more efficient systems and processes internally. Looking at the Charity from an external perspective to ensure we are desirable to external stakeholders.

Safeguarding

- Working within the sector, you would be required to have a good understanding of safeguarding including undertaking relevant training.
- Have a responsibility for safeguarding children, young people and adults and always promoting the welfare of children and young people and operating within local policies and procedures.

- Under guidance and support taking appropriate safeguarding action to protect children and young people at risk of significant harm.

A Professional and Ethical Service

- To undertake relevant Continuing Professional Development as required for the purposes of your role.
- To undertake supervision and case management as per The LCT's supervision policy.
- To work within The LCT's GDPR and Information Governance policies and procedures.
- To ensure safe and secure working environment for self and others and to take action as necessary within Health and Safety and other guidelines.
- To adhere to all The LCT's Policies, Procedures and Guidelines.
- To promote and value the rights, responsibilities and diversity of people using the service.
- Promote and act in accordance with the service action plans with regards to equal opportunity and non-discrimination.
- Undertake training, supervision and appraisal to provide a high standard of service in a learning, innovative and continuous personal development environment.
- To promote the safety of children and young people to further the aim of preventing abuse or the risk of abuse.
- To act in a professional manner at all times whilst representing the service.
- Undertake other duties and responsibilities as required from time to time, commensurate with the post.

This job description is designed to identify principal responsibilities only. The post holder is required to be flexible in the development of the role in accordance with changes in The LCT's organisational objectives and priorities.