

Job Title: Charity Director

Reporting to: Board of Trustees

Terms: Full time (37.5 hours)

Salary: Negotiable

Based at: Clear Sky Head Office, Little Wittenham, OX14 4RA

Main Job Purpose: To lead and develop the successful operation and growth of Clear Sky Children's Charity.

Clear Sky is a charity established to support children and young people who have experienced trauma and difficult life circumstances through specialist Play and Creative Arts Therapy services. We want all children to be happy, enjoy life and love school.

Clear Sky is seeking an energetic, entrepreneurial leader to take the organisation forward at a time of growth and opportunity. The Founder will be stepping out of the CEO role this summer and will move into an Ambassadorial role for the organisation, supporting on raising the profile of Clear Sky through networking, pitching and talking about the charity on a high level to headteachers, funders and on social media to spread the word about our mission. The new Director and the Founder will work closely together to ensure a smooth transition.

Clear Sky currently has a board of 4 Trustees, a team at Head Office of 7 covering marketing, admin and fundraising, and a team of 18 freelance therapists trained in Play & Creative Arts Therapies (e.g. play, art, dance, drama, music therapy etc.)

Key Roles and Responsibilities

- **Leadership and Organisational Growth**
 - Strong leadership of the Clear Sky team ensuring all staff are working towards Clear Sky's mission, vision and values.
 - Ensuring that growth of our therapeutic services is achieved in line with the charity's 3-year plan across the South of England.
 - Strategically lead the team to achieve annual targets, with a view to Clear Sky one day operating on a national scale.
 - Be aware of changes to the political landscape regarding education and mental health to critically review the charities plans and take measures to ensure the successful operations and growth of Clear Sky within the current climate.
 - Establishing strategic partnerships with appropriate organisations who share our values to help the charity achieve its mission.
 - Implement strategies and be responsible for achievement of targets in line with our growth plan.
 - Oversee the fulfilment of funding requirements & project target aims.
 - Liaise with service users and schools as appropriate to obtain feedback on our services.
 - To provide guidance and support to all Head Office employees to give clarity on strategy goals and to oversee the implementation of strategic plans.

- **Management and HR**
 - Organise and lead meetings for staff, including bi-weekly team meetings and weekly planning and monitoring.
 - To be the line manager for the Head of Communications, Fundraiser, Service Administrator and Therapeutic Consultant to support the delivery of our services.

- To expand the Clear Sky team in line with organisational needs, from identifying gaps in skills through to the advertising, interviewing and hiring process.
 - Be responsible for the issuing and renewal of Head Office employment contracts and agreements for services from self employed contractors.
 - Overseeing Head Office staff holidays and absences in line with organisational allowance.
 - Annual appraisals of all Clear Sky staff including Head Office team and therapy team.
 - Putting in place appropriate feedback from staff & therapists to ensure Clear Sky is able to attract and retain talented members of the team.
 - Setting KPI's and targets for all Head Office staff and actively monitoring the meeting of those targets.
 - Take responsibility for disciplinaries, grievances and complaints within the organisation.
 - To ensure employment processes support safer recruitment guidelines.
 - Coordinate the use of office space, rooms, desks, computers in accordance with operational requirements.
 - To ensure Clear Sky is GDPR compliant at all times.
- **Operational**
 - Oversee all aspects of business operations of the Charity.
 - Ensuring Clear Sky is compliant with Companies House, Charity Commission and HMRC requirements.
 - Ensuring adequate protections are in place for the work of Clear Sky to include; insurance, legal support, policies, procedures and processes, data protection and ethical practice.
 - Ensure compliance with changes in legislation and how this implicates on the working practices of Clear Sky.
 - Providing training for Clear Sky staff on relevant updates to policy and procedures in line with internal and external changes.
 - Act as Data Protection Officer for Clear Sky.
 - Systematically evaluate all elements of service delivery and quality by consulting with services users and schools.
 - Review and develop new practises accordingly.
 - Set a good example in terms of dress, punctuality and attendance.
 - Be proactive in matters relating to health and safety and child protection.
 - Develop and implement a strategy for Head Office staff training.
 - Oversee policy and practise implementation i.e. allegations, incidents.
 - Implement improvements identified by the Trustees.
- **Financial**
 - To set and manage the central budget and financial plan for Clear Sky, forecasting ahead for a period of 5 years.
 - To produce monthly cash flow documents to maintain an overview of our financial position at any time.
 - To ensure payroll and HMRC payments are paid in a timely manner.
 - To authorise the payments of suppliers working with Clear Sky alongside the Service Coordinator.
 - To maintain accurate financial records in line with appropriate legislation.
 - To work with our finance support team on the delivery of financial reports, ensure book keeping is up to date and to keep track of annual spending to report back to the board at bi-monthly meetings.
 - Work with our Fundraiser to support a creative multi-layered and sustained fundraising plan to maintain a healthy cash flow and ensure appropriate levels of reserves are being met.

- Implement spending controls alongside the Treasurer.
- Understand the funding requirements of all projects in detail and produce project bids alongside the Fundraiser to support our efforts.
- Manage budgets, monitor finances against outcome targets.

- **Networking and Profile**
 - To work with the Clear Sky Founder to actively raise the profile of Clear Sky on a local and national platform.
 - To be a public facing representative of Clear Sky at local networking events, actively seeking opportunities to engage with different groups at various levels and developing the presence of the charity to further support children and families.
 - To work with the Head of Marketing and Communications to seek out opportunities to raise the profile of Clear Sky (e.g. opportunities to talk at education events)
 - To attend events and meetings with organisations and individuals which are helpful in ensuring Clear Sky achieves its objectives.
 - To actively engage a network of individuals who can support Clear Sky through contacts, funding or pro bono expertise.
 - To present to different audiences about the work of Clear Sky to further our mission as required.

- **Reporting to Board of Trustees**
 - Working closely with the Clear Sky board of Trustees and Founder to ensure that the charity is meeting its charitable objectives.
 - Presentation of an operational report and other reports as requested by Trustees at the bi-monthly Trustee meetings.

Essential Skills, Knowledge and Experience

- Proven track record of successfully taking something from concept idea to reality, whether it be a project, programme or business.
- Business development and entrepreneurial experience.
- Financial management experience.
- Proven experience of raising funds.
- Experienced in motivation and management of teams including people and performance management.
- Strong communicator.
- Clean UK driving license for travel.
- A relevant degree is desirable.

Personal Qualities

- A self-starter who thrives in an entrepreneurial environment where it's possible to make a real difference.
- An ability to critique and be analytical of our current processes and service delivery to shape and grow an excellent service.
- A responsible, trustworthy and experienced individual who prides themselves on their integrity.
- A process driven individual who can implement strategic plans and make things happen quickly, with a keen eye for detail and excellent organisational skills.

- Motivation and passion to create change in the systems that surround children, and an understanding of how Clear Sky fits into the national and global context of children's emotional welfare.
- An ability to always keep the bigger picture in mind and to steer the charity in the right direction, whilst managing a number of different team members to ensure the smooth operation of the charity.