

Job Description

Role: Creator of Opportunities

Reporting to: Managing Director

Hours: Full time (37.5 hours per week) flexible including regular Saturdays.

Based: Home-based currently, then based in Bishop Auckland, County Durham

Contract: Fixed-term contract for 1 year with opportunity to become permanent.

Salary: £25,480 per-annum

Benefits: 5.8 weeks paid holiday per year, 4% employer's pension contribution

Purpose

We're looking for a highly motivated person who will create opportunities for the communities we support and for the organisation as a whole.

You will work within, and at all levels of the organisation, from directly supporting people to reach their potential, to fundraising and strategic planning, supporting the overall development and growth of Bridge Creative.

You will be fully invested in the organisation, it's operations, vision for the future, social aims, and values.

You will have a positive, hands-on, enthusiastic, and innovative approach to work.

You will value the importance of our team culture and be able to manage responsibilities independently.

You will have a good understanding of what Bridge Creative is all about, and the needs of the communities we support. We hope you will feel motivated and inspired by what we do.

You will be able to evidence successful work of this nature within other charitable, community or voluntary sector organisations (at least 3 years' experience) and have excellent organisational, communication and networking skills. You may have experience of setting up, growing, and developing similar organisations.

Main Duties

- Work alongside the Managing Director to implement a long-term plan to develop and grow the organisation.
- Ensure that Bridge Creative continues to be led by the people it supports and ensure that people are encouraged to raise their aspirations, achieve their goals, and reach their potential.
- Directly support adults with learning disabilities and/or autism on a 1-1 and group basis to gain work experience, training, volunteering and employment, both virtually and in person (when face-to-face operations resume), creating an exciting, secure, and supported work environment.
- Contribute to business planning, bid-writing, budgeting, and the creation of management accounts to ensure the sustainability of the organisation.

- Explore and develop a plan of new opportunities for the organisation and the people we support (including a traineeship programme) through research, networking, and partnerships.
- Record qualitative and quantitative data using a range of impact-measurement techniques to produce an annual impact report to demonstrate our social value and increase the potential for new opportunities.
- Support the Managing Director, leaders with lived experience and community, in the design and implementation of new, high-quality-outcome projects and services that provide a transformative and valuable experience for people.
- Support the team to develop a marketing and communications plan and design campaigns, linking in with relevant national and regional campaigns, ensuring that key dates and events are communicated throughout.
- Supporting the digital and face-to-face delivery and accessibility of projects and services.
- Implement systems and operations that improve efficiency within the organisation, its premises, projects, and services.
- Hands-on support during the refurbishment and move to new premises, and operations of a community building.
- Support the design and implementation of relevant policies, procedures, risk assessments and reports including an annual impact report.
- Promote and incorporate Bridge Creative's mission, vision, aims and values through your work, including at events, talks, and meetings, and within the workplace, to increase awareness and develop the reputation of the organisation.

Other Duties

Other duties in future may include:

- Successfully managing a team of staff and volunteers.
- Supporting start-up social enterprises led by young adults with learning disabilities and/or autism.
- Assisting in the management of a community building.

Continuation

The continuation of this role is very much reliant on the successful joint efforts of the Managing Director and Creator of Opportunities to grow the organisation and secure additional funding.

Flexibility

There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation. This may involve evening and weekend work or travel within the UK.