**Welshpool Community Haven**

*Charity No: 1207827*

**JOB DESCRIPTION**

**Job title**:                      Charity Coordinator / Administrator

**Salary**:               £28,000 - £30,000 Pro Rata Experience led

**Hours**:                         26 hours per week hybrid

(must include the hours of 9 - 3 Wednesday, Thursday and Friday at the centre)

**Annual leave**:               28 days (pro rata)

**Reporting to**:                   Board of Trustees

**Contract**:                          Initially until 31st March 2025 - then reviewed

**Location**: Welshpool Community Haven,

The Ann Holloway Day Centre, Welshpool

**About Welshpool Community Haven**

Welshpool Community Haven was formed almost two years ago and seeks to support those in need in the locality of Welshpool and the surrounding area.  We currently have a 65+ group on a Friday and are starting a day for adults with disabilities and have other projects in development.  Our main focus is supporting the elderly, adults and children with disabilities and unpaid carers, seeking to support the most vulnerable within our community and improve well-being and social engagement.  The Charity has expanded quickly over the last 12 months and this is an exciting time to join the team as we look to grow and develop our services further.

We are seeking to hire a self-motivated and enthusiastic Charity Manager / Coordinator to work with the trustees and be responsible for the day-to-day running and management of the charity. The successful candidate will have excellent communication skills, a flexible approach to managing the demands of the role, and the skills to build strong relationships with a wide variety of people including service users, staff, volunteers and supporters.

**Main duties and responsibilities**

·  To contribute to the development and long-term strategy of the charity, providing regular reports to the Board of Trustees.

·  To manage all operational activity of the charity according to the strategic direction provided by the Board of Trustees.

·  To support the financial sustainability of the charity by identifying and collaborating to secure appropriate funding that supports the charity in achieving its objectives.

·  To lead (with trustees) on fundraising activity including, individual giving, events, legacies, community, trust and corporate fundraising, to ensure our income streams remain stable and sustainable.

·  To be responsible for all aspects of staff and volunteer management, including recruitment, training and supervision.

·  To manage and monitor the charity’s budget ensuring cash flow remains stable at all times.

·  Responsibility for overseeing the charity’s customer relationship management system, complying with data protection regulations.

    To oversee the individual projects manage their individual cash flow, manage volunteers, structure feedback and case reviews.

**Key skills and experience**

·  Excellent time management and prioritisation skills.

·  The ability to deal with a multitude of tasks and a range of varying priorities.

·  Problem-solving skills.

·  Excellent IT skills and experience using most Microsoft Office applications including Outlook, Word and Excel.

·  Excellent written and communication skills with the ability to communicate with people in various contexts.

·  Ability to communicate effectively and sympathetically with a wide variety of people including service users, staff, volunteers and supporters.

·  A commitment to our values of compassion, connecting people and community as well as a passion for supporting people and their families.

**Special Conditions**

·  Being flexible, able and willing to work very occasional, evenings/weekends for promotional / fundraising purposes.

·  The role will require attendance at occasional in-person or online board meetings (quarterly) that may take place on an evening.

·  Willingness to undergo an enhanced DBS check.

Please note: This role involves minimal supervision and is responsible for the day-to-day running and management of the charity. There is the opportunity to work from home for part of this role but also the expectation that most of the hours will be carried out at the charity’s base in Welshpool.