

Job Description and Person Spec: The Director

Introduction

The Hampstead Wells and Camden Trust (“HWCT”) is a grant making charity with its principal objects being the alleviation of poverty and the advancement of health within in a specified geographical “Area of Benefit” (AoB).

It makes grants to organisations, individuals, and families. In addition a small number of older local residents receive a regular pension award.

HWCT has total charity funds of approximately £16m mostly in an endowment. The origins go back to 1698, with its current form created in 1971 which in turn was simplified in 2018.

Terms and Conditions

- **Salary Indication:** Final salary to be agreed pro rata for hours worked, based on a 35 hour full time equivalent salary of in the area of £50,000, the actual level depending on skills and experience.
- **Contract:** This is a permanent contract after a probation period of 6 months.
- **Pension:** The Director will be included in HWCT’s auto-enrolment pension scheme. HWCT will match an employee’s contribution into the scheme up to an agreed maximum of 10% of salary.
- **Hours:**
 - Part time 3 or 4 days a week (to be discussed) within Monday to Friday potentially with some evening and weekend work.
 - The Director will be responsible for managing the diary to meet the needs of the role.
 - Partial working from home is possible, but a high level of visibility around the organisation is required with the team.
- **Annual Leave:** 20 days a year plus Public Holidays pro rata hours worked.
- **Work location:** HWCT’s office currently on Rosslyn Hill, Hampstead.
- **DBS:** An up-to-date DBS check at Enhanced level is required.

To apply in confidence

Please send a CV and a personal statement by email, showing how you meet the Job Description and Person Specification, to the Chair, Geoff Berridge: geoffberridge@aol.com

The Role of Director

The Director is appointed by Board of Trustees to provide strategic leadership to the organisation and to provide day-to-day management.

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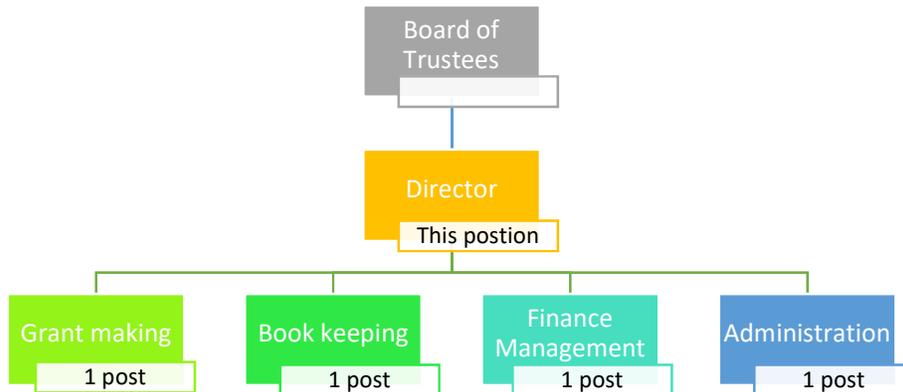
This key role enables HWCT to deliver its mission and objectives and ensures its grant giving, management of its investments and governance comply with the charitable objects, good practice, and regulatory and legal requirements in a sustainable manner, all in a changing and challenging climate.

Key Responsibilities

- **Strategic Leadership**
 - To lead the organisation, working closely with the Board of Trustees, to develop and drive its strategic plans.
 - To maintain a clear understanding of the community's needs within the AoB and ensure the Trust's relevance to this community.
- **Governance**
 - To maintain a consistent and constructive dialogue with the Chair and Board of Trustees on all matters relating to the charity's operations.
 - To ensure that the Board of Trustees has sufficient oversight, resources, guidance and advice to discharge its duties.
 - To ensure that HWCT remains legally compliant, solvent, and effective closely following the Charity Commission codes.
- **Organisational Management**
 - To lead the staff and volunteers to deliver HWCT's services, creating robust business plans, policies and procedures supported by effective financial management.
 - Manage the Trustee and Board Meetings with preparation of papers needed.
 - To manage and advise the Board on operational matters about grant making and investment management and recommend changes to existing practice.
- **Ambassador for HWCT**
 - To build and maintain external relationships such as with key stakeholders, funders, the press and local influencers and other relevant partners and networks to fulfil the charity's mission and objectives.
- **Culture**
 - To create a safe and inclusive environment promoting a culture of respect, wellbeing and safety.
 - To recognise the importance of a focus on diversity and equality.
 - To develop and maintain robust systems and policies so that staff and volunteers are valued and equipped to meet our service users' needs.
 - To promote excellence in grant making in HWCT and to ensure that this is recognised by other parties and stakeholders.

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Current Reporting Structure



Key Priorities:

- Leading the organisation into a new working culture with increasing emphasis on being proactive in grant making
- Managing the move to new premises in 2022.
- Developing new, robust systems that reflect the new needs and circumstances of the organisation
- Continuing to strengthen HWCT's position in the local community
- Expanding HWCT's reach and relevance to continue to find funding support and use volunteers
- Continuing to develop the digital strategy
- Developing communication and marketing strategies
- Proposing fundraising strategies to increase the endowment and to provide co-giving opportunities.

Key Performance Outcomes

- Maintaining and strengthening HWCT's position in the local community
- Grant making which has high impact
- Developing HWCT's reputation with external stakeholders
- Leading and inspiring the team
- Managing risk effectively; including controlling finance and expenditure
- Effective HR Management
- Ensuring Health & Safety standards are met
- Enabling Board of Trustees to fulfil its governance responsibilities
- Managing the relevant meetings
- Developing external communications and marketing strategies

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- Managing change both in HWCT and in the AoB.

Key Qualities, skills and experience

Candidates should have:

- Ideally at least five years' experience in a senior management role in not-for-profit organisations.
- Knowledge of the governance role in charities and the tasks of trustees.
- An ability to develop a personal commitment to Board of Trustees' vision and purpose.
- A proven track record in people management to provide direction and support to a small team, together with adequate knowledge of HR practice.
- A grasp of charity finance in respect of day-to-day management accounts and financial decision making and the requirements of the Charity Commission.
- Good verbal and problem-solving skills to engage a wide range of stakeholders including the Local Authority and other influencers.
- An ability to prepare and supervise reports to Trustees.
- IT skills to convert to a "modern office" and allow remote access. Experience of Social Media use in a charity is also helpful.
- The ability to inspire trust and respect across both internal and external professional, social and cultural groups.
- An understanding of Health and Safety regulations as applied to HWCT's services and premises.
- An understanding of fundraising from statutory, charitable and individual donor sources.
- A commitment to promoting equality and diversity within the organisation and outside where appropriate.

Contact

Contact for information

Geoff Berridge, Chair- geoffberridge@aol.com

Website: www.HWCT.org.uk

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