Treverbyn Community Hall

Treverbyn Road

Stenalees

Cornwall

PL26 8TL

**JOB DESCRIPTION**

**Post title: Strategy Lead**

Employed by: Treverbyn Community Trust

Hours: 16 hours per week

Fixed Term Contract for 12 months

Location: Treverbyn Community Hall

Salary: £35,000-38,000 pro rata

Annual leave: 30 days pro rata, incl bank holidays

Accountable to: Board of Trustees

Directly responsible for: Hall Manager

Development Officer

Advisory role for: Other employed staff

Volunteers involved with the Trust’s projects

**Background**

Treverbyn Community Trust (TCT) is a unique Cornish charity with a vision to foster a sense of community across Treverbyn and beyond, aiming to transform people’s lives through various projects and activities. The pulsating hub is Treverbyn Community Hall which manages various projects including The Hall, Community Larder, Five Acres, Treverbyn Community Garden, Duke of Edinburgh Award Scheme and the Repair Café. This is only made possible by the hard work and commitment of a dedicated team, who live locally and currently comprise of 4 part-time staff and approximately 40 volunteers.

**Post summary**

Treverbyn Community Trust is a relatively young Charity Incorporated Organisation (CIO) that has rapidly grown to become a respected community services provider in Cornwall. The Strategy Lead will responsible for overseeing the strategic direction of the TCT and be instrumental in consolidating its work and navigating its future.

**Job Purpose:**

Provide overall strategic leadership to Treverbyn Community Trust. The Strategy Lead will:

* + support the TCT Board of Trustees to ensure it can fulfil its responsibilities for the governance of the Charity
  + in partnership with the Trustees, and with support from the Hall Manager, develop the strategic plan, the business plan and future goals
  + ensure long term sustainability through effective governance, rigorous finance and timely delivery of services
  + secure future funding through grant applications
  + develop and expand current projects, services and activities, and with potential to develop new ones that contribute to meeting the needs of the local community

**Main Duties and Responsibilities:**

1. **Governance and relationship with the Board of Trustees**

* Ensure that the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, the law and the need to remain solvent
* Liaise with the TCT Chair, Treasurer, Secretary and Board as appropriate
* Attend bi-monthly evening TCT trustee meetings
* Provide an update to the TCT Board at the TCT trustee meetings

1. **Leadership**

* Develop strategies to steer TCT in terms of legal, social and administrative tasks
* Manage TCT staff and resources
* Ensure that TCT staff, clients and its Board of Trustees comply with their legal obligations in relation to its activities and operations
* Provide leadership, supervision and direction to TCT staff within the framework of Employment Law

1. **Strategic Direction**

* With support from TCT Trustees, offer a strategic view on TCT policies and procedures
* Drive the scoping, funding and delivery of new projects and services to ensure performance and sustainability
* Supply regular reports required by the TCT Board in the exercise of its legal, financial and other responsibilities, in accordance with Charity Commission regulations and current legislation
* Help develop agreed TCT staff development plans, appraisal systems and staff and volunteers training programmes

1. **Finance**

* Work with the Hall Manager to ensure the timely preparation of the accounts for independent examination (annually) and the Annual Report as required by the Charity Commission
* Assist the TCT Treasurer to collate the quarterly and annual finance reports
* Consult with the TCT Board and liaise with the Treasurer and Project Managers to generate the annual budget
* Manage the financial budgets and resources of the Charity as a whole
* Understand the requirements, implement data capture methods, and provide grant funding reports as required
* Pro-actively search for and consequently secure future funding through successful grant applications

**Probationary period**

* The post is subject to a three-month probationary period.

**PERSON SPECIFICATION**

**Qualities & Experience that you may possess**

Treverbyn Community Trust is seekingan individual to strategically lead the Charity, and who fundamentally understands the importance of community, valuing equality, diversity and inclusion.

**Essential**

* Holder of an Institute of Leadership & Management (ILM) Level 5/6 or equivalent qualification
* Demonstrable experience of strategic planning
* Experience of financial management at organisational or department level
* Committed and highly self-motivated with ability to enthuse, inspire and motivate others in order to ensure the objectives of the Charity are achieved
* Resourceful and able to adapt to different situations and be flexible whilst maintaining a positive attitude
* Excellent organisational, written and verbal skills, able to naturally communicate with a diverse community

**Desired**

* Experience of working in the charitable / voluntary sector
* Experience of leading and implementing major change – both cultural and organisational.
* Experience of fundraising and submitting funding bids
* Experience of staff management and team development

It should be noted that Job Descriptions are under constant review and may be changed by the TCT Board of Trustees at any time.

**HOW TO APPLY**

If this interests you and you can demonstrate the skills, attitudes and behaviours which we are looking for, we would love to hear from you.

**Please send the following to chair@thehall.org.uk**

* A copy of your CV
* A covering letter that outlines clearly how you meet the person specifications. We would expect this to be no more than two A4 pages.
* Contact details for two referees, both of whom have known you in a professional capacity in the past two years. Any employment offer will be subject to satisfactory references and a Disclosure and Barring Service check.

Deadline for application date: Friday 12th April

Interviews: Thursday 25th April

Start Date: ASAP