

MALVERN Special Families

Excellent play for children
with disabilities



Date as email

Dear Applicant

Thank you very much for showing an interest in our organisation.

Please find enclosed an application pack for the Business Manager post you have expressed an interest in. This includes:

- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form

Once completed please post to the above address.

Good luck with your application; and we look forward to hearing from you.

Yours faithfully

Helen Attree
Chair of Trustees

Malvern Special Families

Malvern Health Centre, Prospect View, 300 Pickersleigh Road, Malvern, Worcs. WR14 2GP

 01684 892526  office@malvernspecialfamilies.org.uk WWW.malvernspecialfamilies.org.uk

Malvern Special Families is a company limited by guarantee and a registered charity in England and Wales.

Charity no. 1143655 • Company No. 07413040



JOB DESCRIPTION

POST TITLE: BUSINESS MANAGER

Hours:	24hrs per week. To include regular evening meetings and occasional Saturdays
Pay:	£35,613 pro rata per annum (£23,100)
Holidays:	24 days per year pro rata (14 days = 101hrs)
Office base	Malvern Health Centre, Prospect View, 300 Pickersleigh Rd, Malvern
Reporting to:	Board of Trustees
Responsible for:	Play Services Co-ordinator, Play Leaders, Deputy Play Leaders, Play workers and Volunteers

Main purpose of role:

To take overall responsibility for managing Malvern Special Families, ensuring that the charities' strategic aims are met and that it remains financially viable.

To support the board of trustees to make appropriate, timely and sound decisions about the direction, management and leadership of the charity and ensure effective communication between the board and the staff team and the charity's members.

To collaborate with and support the play services co-ordinator to ensure that the play services delivered by the charity are properly resourced and managed to be the best possible standard. The clubs include a variety of monthly Saturday clubs in Malvern and Worcester, weekly evening youth groups and holiday play schemes.

Key Accountabilities:

- To oversee the effective management of all staff and volunteers.
- To ensure a safe working environment by following all MSF policies and procedures and review these regularly; ensure all staff comply with these procedures throughout their work.
- To be the Designated Safeguarding Lead for the organisation
- To oversee the safer recruitment practices of the organisation, ensuring these are in line with Worcestershire Safeguarding Board and local authority guidelines and industry best practice
- To be responsible for setting and monitoring the Business Plan.

- To have overall responsibility for setting the Annual Budget with approval from the Trustees and to manage all expenditure accordingly. To report on this to the bi-monthly Trustees meeting.
- To ensure Malvern Special Families complies with all statutory regulations as a registered charity with the Charity Commission, as a Limited Company, as an employer and as an Ofsted registered childcare provider.
- To develop new services in response to need
- To research funding opportunities; submit bids, monitor and evaluate, as well as maintaining all current funding streams.
- To develop positive relationships with Worcestershire County Council, Fort Royal and Regency school commissioners, and any other parties with whom the charity works in partnership and ensure all monitoring is submitted correctly and on time.
- To develop positive relationships with community fundraisers and facilitate effective communications about fundraising targets and how fundraising benefits our service users.
- To ensure that services are marketed and advertised appropriately to ensure that potential service users can find us easily.
- To be responsible for all financial control of charity funds.

Other duties:

- To promote positive communication with all parents/carers and children/young people and build up a good relationship.
- To maintain confidentiality at all times.
- To ensure regular staff meetings are held
- To produce a newsletter to all families and members every two months.
- To produce a confidential report to trustees for their meetings every two months.
- To ensure that the website is kept up to date.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To keep up to date with developments that may affect our services (including Education, Social Services, funding, employment issues etc) and advise the Trustees of these.
- To undertake health and safety duties commensurate with this post and/or as detailed in Malvern Special Families' Health & Safety Policy.
- It is the nature of the work of Malvern Special Families that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are therefore, expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in the Job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Contacts:

In all contacts the post holder will be required to present a good image of Malvern Special Families as well as maintaining constructive relationships

Internal: Trustees, colleagues within Malvern Special Families including volunteer play staff

External: Children and young people with disabilities, their parents/carers and siblings, Early Years & Childcare Service, Social Services, KIDS (West Midlands), Worcester Parent Carer Council, NCVO, insurers, Schools, and in particular Regency High School and Fort Royal Community Primary, Parent Partnership Service, Worcestershire County Council Joint Commissioning Unit, volunteers and supporters, Sunshine Children's Centre, Worcester Parent Carer Council, Our Voice, Brighter Futures nursery and other users of the Poolbrook Centre, volunteer fundraisers in the community including commercial partners White Stuff Worcester and Basepoint Evesham.

Notes:

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with MSF's Equal Opportunities Policy.

December 2014

PERSON SPECIFICATION – Post title: Business Manager

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent qualification or experience 	<ul style="list-style-type: none"> • Appropriate qualification in Social Care, Management or other relevant field
Experience and knowledge	<ul style="list-style-type: none"> • Experience of paid or voluntary work with children/young people with disabilities or related area • Understanding of the needs facing families of children/young people with disabilities • Knowledge of Safeguarding and child protection legislation and issues • Knowledge of voluntary & statutory sectors • Effective project manager • Successful bid writer or proven track record in fundraising 	<ul style="list-style-type: none"> • Working in a small charity • Managing a large staff team • Working with a board of trustees • Managing contracts • Developing and delivering business strategy
Key Skills and competencies	<ul style="list-style-type: none"> • Strong new business development and negotiation skills • Excellent financial management skills, including setting budgets • Excellent written and verbal communication, including presentation skills • Excellent staff management and interpersonal skills, able to motivate and enthuse staff, colleagues, volunteers and external supporters • Ability to balance and cope with competing priorities • Computer literate • Strategic thinker, a sense of vision 	
Personal attributes	<ul style="list-style-type: none"> • Promotes a positive attitude towards children/young people with disabilities • Flexible and adaptable approach to work • Maintains confidentiality with privileged information • Enthusiasm & determination • Creative and proactive approach • Reliable and trustworthy • Dynamic, a self-starter • Sense of humour • Able to maintain strong working relationships and work collaboratively with staff at all levels 	
Other requirements	<ul style="list-style-type: none"> • Able to work flexible hours, including weekend for staff meetings, and fundraising events, weekday evenings for trustees meetings and other meetings. • Clear enhanced DBS check • Two satisfactory references • A commitment to equal opportunities and anti-discriminatory practice 	<ul style="list-style-type: none"> • Clean driving license and access to a vehicle



APPLICATION FORM Confidential

Position applied for:	Business Manager
Closing date:	16.1.15
Please state how you found out about the vacancy:	

1. Personal Details

Surname:	
Forenames (in full):	
Address:	
Postcode:	
Telephone (evening):	
Telephone (day):	
Mobile:	
Email:	
National Insurance No.	

PLEASE CONTACT US IF YOU HAVE A DISABILITY AND NEED ANY ADJUSTMENTS FOR THE INTERVIEW.

2. Career history (including voluntary, home based or part time work)

a) Please provide details of your most recent or current role

Employer's name, address, and Type of business	Post held	Dates (from – to)

Brief description of duties and responsibilities

Reason for leaving

Notice required

Final salary

3. Past employment

Please provide details of your employment history, starting with the most recent first and accounting for any periods of time not spent in further education or employment. For posts within the last 5 years please confirm salary details. Please include any voluntary, home based or part time work. (please continue on a separate sheet if necessary).

Name & address Of employer	Position held	Dates (from – to)	Final salary	Reason for leaving

4. Education, professional qualifications and training

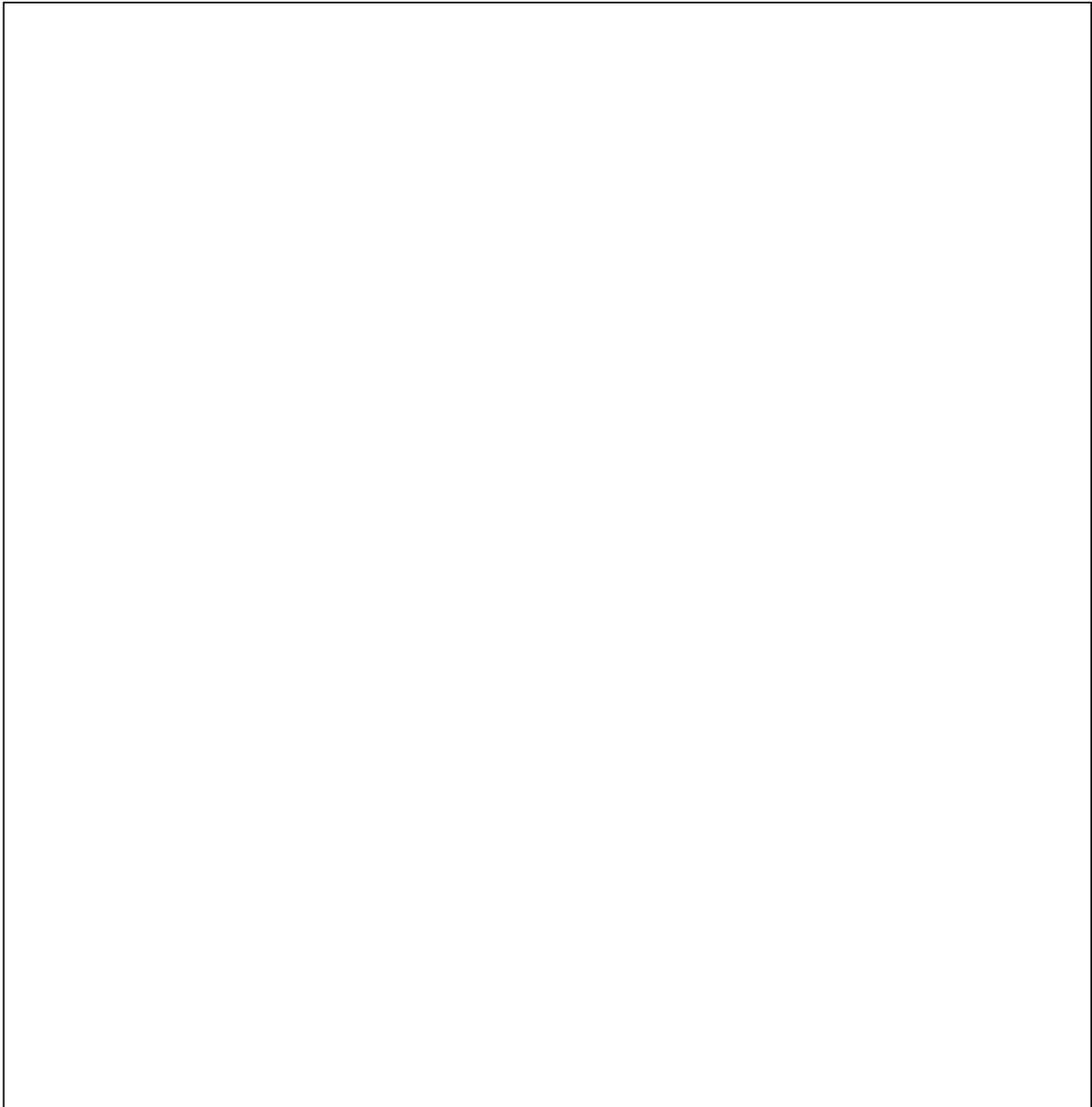
Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.

Please include all educational institutions attended; all professional qualifications and all training courses attended if relevant to the person specification.

Qualification	Institution or Accredited Body	Date gained	Level attained or award given

5. Most relevant experience/skills/abilities/reasons for applying

Please give details of how your skills, knowledge and experience enable you to meet the job requirements. The job description details the key areas of responsibility and tasks involved. The person specification details key areas of knowledge, experience and skills required to do the job. Whether or not you are short listed for interview will depend on how well you demonstrate your ability to meet these essential criteria. We will not accept CVs. Please attach additional sheets as necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to provide details of their skills, knowledge, and experience as requested in the text above.

6. Rehabilitation of Offenders Act 1974 (Exemptions Order 1975)

Do you have any convictions, cautions, reprimands or final warnings, or do you have any court cases pending, that are not "protected" or "filtered" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#)

Yes No (please tick one)

If yes, please give details, with dates of offences, sentences, cautions, reprimands, final warning and court cases pending.

Date of offence

Nature of offence

Sentence or nature of police/court sanction

The information contained in this form will only be seen by staff involved in the recruitment process.

All our posts require an enhanced disclosure check; please provide details of any police enquiries made against you, which may have a bearing on your suitability for the post.

Malvern Special Families believes that having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the post and the circumstances and background to the offence(s).

7. Referees

Please give details of two people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer and the second a previous employer. As all our posts require an enhanced disclosure check, Malvern Special Families will approach the referees prior to interview. If you **do not** wish us to do this please tick here .

Malvern Special Families has the right to contact any of your previous employers.

a. Present/most recent employer

Name:		Address:	
Job title:		Postcode:	
Organisation:		Tel:	
How this person is known to you:		Email	

Second Referee:

Name:		Address:	
Job title:		Postcode:	
Organisation:		Tel:	
How this person is known to you:		Email	

8. Data protection

Information given in this application will be controlled under data protection legislation and will be used for the purposes of recruitment within Malvern Special Families. Should your application be successful, the information will then be used for your personnel records and payroll purposes. The information provided will be processed both manually and automatically for these purposes.

9. Declaration

Before signing the declaration, please read the following carefully.

If you omit information that we have asked for, we may not be able to consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary and in some case legal action against you.

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand that an enhanced DBS check will be sought in the event of my application being successful and that a post will only be offered upon receipt of a clear enhanced DBS, and two satisfactory references.

Signature:

Date:

Please return to: Malvern Special Families, Malvern Health Centre, Prospect View, 300 Pickersleigh Road, Malvern, WR14 2GP Email: office@malvernspecialfamilies.org.uk

Malvern Special Families

Equal Opportunities Monitoring Form

Malvern Special Families wishes to employ the best possible staff, and therefore intends to ensure equality of opportunity. No job applicant will be discriminated against on the grounds of sex, gender reassignment, sexual orientation, ethnic origin, age, disability, marriage and civil partnerships, pregnancy and maternity, personal religious views, unrelated criminal convictions, being HIV positive or having AIDS.

In order to ensure that this policy is effective, we monitor job applicants according to the categories listed overleaf. Completion of this form is voluntary, but your help is appreciated. You are welcome to complete all or some of the form as you prefer.

The information you give will be confidential to Malvern Special Families and will not be used for selection purposes.

Equal Opportunities Monitoring Form

Post Applied for:

Please place an "x" in the relevant box?

I define my gender as: Female

Male

I define my ethnic origin as:

ASIAN -e.g. Indian, Pakistani, Bangladeshi.

ASIAN -British e.g. Scottish, Welsh, English, etc.

SE ASIAN -e.g. Chinese, Japanese.

BLACK -African.

BLACK -British e.g. Scottish, Welsh, English, etc.

BLACK - Caribbean.

BLACK -other e.g. American

WHITE -British, Welsh, English, etc.

WHITE - European.

WHITE -Irish.

WHITE -other e.g. Australian, American, etc.

MIXED ETHNIC ORIGIN -please define:

OTHER -please define:

I define my sexuality as:

LESBIAN/ GAY

BISEXUAL

HETEROSEXUAL

Do you consider yourself to have a disability?

Yes

No

If Yes please specify:

What age band are you in?

18-25

26-40

41+

Where did you see this position advertised?