#

# **ELFRIDA RATHBONE CAMDEN - Director**

**Elfrida Rathbone Camden** (ERC) has been making a difference for children, young people and adults in London for more than 30 years, helping them achieve their potential and aspirations.

Elfrida Rathbone (1871-1940) devoted her life to working with young people with learning disabilities and their families.

Our organisation focuses on family and community support services in particular our Community Champions project and the Young People for Inclusion project.

Our new Director will be leading us through a period of significant change for the organisation.

ERC is an equal opportunities employer and is committed to creating an inclusive environment for all employees. We celebrate diversity and applications are actively encouraged from individuals from diverse backgrounds.

**Our Mission Statement**

Elfrida Rathbone Camden works to achieve independence, empowerment and personal development for disabled people, children and young people, parents and families.

**Our Goals**

* For the lives of parents and families to be improved by access to the support they feel they need.
* For disabled people to be supported to maximise their potential:
	+ through access to education, training, information and recreation;
	+ by promoting self-esteem, confidence and independence;
	+ by supporting families and carers of disabled people.
* For children and young people to have the maximum opportunities to achieve their potential.

We are looking for an exceptional leader who is passionate about our mission and understands the traits needed for the job. They would be:

* A strategic thinker who can see the bigger picture; where we are, where we need to get to and how we are going to get there.
* A good listener – who can quickly identify what the key issues are, whilst building relationships internally and externally.
* An excellent stakeholder relationship builder with funders, commissioners, local statutory agencies, and other community and voluntary sector organisations.

**The successful candidate needs to**

* Demonstrate a strong track record of growing an organisation and working to fulfil its business objectives.
* Manage, develop, promote, and grow the work of ERC by building and implementing an ambitious organisational strategy.
* Ensure the financial sustainability of the organisation through sound financial planning, risk and business management and income generation.
* Take responsibility for identifying opportunities for growth, business development, fundraising and diversification
* Have experience of Charity governance and in particular the recruitment of trustees.

# **Job description**

**Job Title:** **Director**

**Salary:** **25k for 3 days a week**

**Hours:**  **21 per week**

**Probationary Period:**  **6 months**

**Responsible to:** **Board of Trustees**

**Purpose of Job: To provide leadership and overall direction in conjunction with the Board of Trustees to deliver quality services in line with ERC’s mission, vision and values.**

**Duties and Responsibilities:**

# **General**

* To develop the strategy, business plan and budget.
* To promote and develop partnerships and networks to achieve ERC’s strategic aims and objectives.
* To plan and develop new services in response to user demand and ensure they are accessible to all sections of the community.

# **Board of Trustees**

* To be accountable to the Board of Trustees and to provide regular reports to Trustees. To be responsible for day-to-day operations and development of ERC.
* To lead the recruitment process for new trustees and with the Board of Trustees take the lead in making sure that the right structures are in place to deliver ERC’s goals and objectives.
* To ensure ERC fulfils its legal, statutory and regulatory responsibilities. To undertake the duties of Company Secretary.

**Finance & Fundraising**

* To update and deliver ERC’s fundraising strategy including identifying new funding opportunities and streams, ensuring a sustainable income.
* To ensure ERC operates within budget and that the Board of Trustees receive regular financial reports.
* To ensure the timely preparation of the annual audited accounts and annual report.

**Relationship Building**

* To be the strategic point of contact for ERC locally, regionally and nationally.
* To maintain and develop relationships with funders and other stakeholders by attending forums and developing partnerships and collaborative working.

# **Organisational Management**

* To recruit, supervise and delegate responsibility to staff members as appropriate.
* To ensure that policies and procedures are up to date, and are implemented, including Health & Safety, Equality and Diversity and Safeguarding.
* To act as the Designated Safeguarding Lead for the Charity.

**Person Specification**

**Leadership skills**

* Creative and strategic thinker and problem solver
* Ability to lead and use professional and organisational judgement
* Experience of working with a Broad of Trustees and the governance function of a Charity
* Promote the vision, mission and goals of ERC
* Excellent time management and organisational skills

 **Interpersonal skills**

* Able to negotiate and influence at all levels
* Excellent partnership and networking skills.
* Excellent written and verbal communication skills.

**Finance**

* Experience of setting and managing budgets.
* Experience of developing and managing a fund-raising strategy.

 **Knowledge and experience**

* Experience of working at a senior management level.
* Good project management skills
* Safeguarding – policies and procedures

**We have a number of different ways to work flexibly so at your interview, feel free to talk about what flexibility means to you. There are no guarantees, however, it may open the door to not only a new role but a new way of working.**

We positively celebrate Diversity and Inclusion at ERC and the foundations and principles underpinning all our work are about reflecting and connecting with the diverse community that we serve. We want people from all walks of life to work at ERC and to feel valued for their individuality, to thrive and to share a sense of belonging.

We wish to encourage applications to this position regardless of race, nationality, ethnic or national origins, sex, disability, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, age or religion or belief. All applications will be considered solely on merit.