



**The Trust for Developing Communities**

## **Job Application Pack**

# **Director of Resources**

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# Introduction

The Trust for Developing Communities (TDC) is seeking a dynamic, focused and highly experienced Senior Manager to oversee the transformation of our organisational infrastructure, playing a vital role in increasing our impact in tackling poverty in Brighton and Hove.

**The Role.** You will be responsible for all of TDC's central services, overseeing the improvement of our systems for people management, financial management and operations. You will overhaul our use of IT, implement a project management system and lead our attainment of quality standards. You will also play a central role in creating and implementing an organisation wide approach to impact measurement.

You will have experience of playing a senior role in a charity or social enterprise with a track record of getting things done. You will be able to evidence how your work has directly improved the efficiency, effectiveness – and ultimately the impact of previous organisations you have served.

We operate from a central office currently located in Hove, with the majority of our 25 staff based out in community centres around the city. One of your key initial tasks will be to reorganise our operational delivery to better maximise our use of office bases and increase the connectedness between our delivery staff.

**About TDC.** TDC is an independent charity with a proud 18-year track record of delivering community development work to empower communities in Brighton and Hove. We are a values driven organisation which believes in social justice, equality, community empowerment and collective action.

Our seemingly affluent city is home to some of the most deprived areas in England. We work with individuals and communities facing challenges, and offer support to address their specific needs and problems. We help groups with training, funding applications, governance and accessing services, so that people in our communities can take control of their own lives.

Our work includes significant local authority contracts to deliver community development directly in neighbourhoods across the city; youth work in two large delivery areas and citywide work to address inequalities with Black and Minority Ethnic communities and with older people.

**Hours.** The role can be delivered flexibly across between 21 to 28 hours per week at the level of between £35k to £40k pa pro-rata, depending on experience. The Director of Resources post is envisaged, initially, as a fixed term job to March 2020 – to bring about a significant uplift in operational systems; however, the need for ongoing senior oversight of operations will be reviewed before the end of the contract.

You will be joining TDC at an exciting time, working with a new Chief Executive and Chair of Trustees along with a skilled, committed and experienced staff team, as we develop our new vision for achieving greater equality within our city and beyond.

Many thanks for taking the time to look into this role - it is an exciting opportunity and we hope you will consider applying.

Athol Hallé, Chief Executive, **The Trust for Developing Communities**

# Application Process

**Application.** To apply for this job, please submit both a CV and cover letter by email to [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk) by **9am on Monday 26<sup>th</sup> March, 2018**. Please note that CVs alone or cover letters which do not meet the criteria listed below will not be considered.

The cover letter must include the following:

- **Person Specification.** Include details of how you meet each of the separate areas outlined in the Person Specification below. Please use the subheadings within the Person Specification and illustrate each area with examples from your experience that show your ability to undertake this job.
- **Interest in working for TDC.** Please explain why you are interested in working for the Trust for Developing Communities.
- **Address.** Please address your cover letter to Athol Halle, Chief Executive, The Trust for Developing Communities, Wavertree House, Somerhill Road, Hove BN3 1RN.
- **References.** Provide details of two references – including for each: the name, position, capacity in which you know them, phone number and email address. One must be your current or most recent employer. Please note, we will not contact your referees without your prior consent and only if you are being offered the role.
- **Equal Opportunities.** We request that you also fill in and submit an Equal Opportunities Monitoring Form, which is available on the TDC website at [www.trustdevcom.org.uk/get-involved/jobs](http://www.trustdevcom.org.uk/get-involved/jobs)

**Interviews.** The interviews will be held on **Tuesday 3<sup>rd</sup> April, 2018** at Wavertree House, Somerhill Road, Hove, BN3 1RN.

We will aim to notify all candidates if you have been successfully shortlisted for an interview by 5pm on Tuesday 27<sup>th</sup> March.

**Enquiries.** If you would like to discuss the role before applying, please contact TDC's Chief Executive, Athol Hallé on [atholhalle@trustdevcom.org.uk](mailto:atholhalle@trustdevcom.org.uk) or 01273 262 220.

# Job Description

## Job Overview

**Job Title:** *Director of Resources*

**Main Purpose:** *To review and develop the central support functions of TDC.*

**Hours:** *21-28 hours per week (to be agreed)*

**Salary Scale:** *£35k-£40k pro-rata (NJC Scale points 40-45) + 6% pension.*

**Contract:** *Fixed Term to end of March 2020*

**Holiday:** *25 days a year, plus an extra 3 days at Christmas, pro rata, and all Bank Holidays.*

**Work Base:** *TDC Head Office, currently at Wavertree House, Somerhill Road, Hove.*

**Reporting To:** *Chief Executive*

**Responsible For:** *Administrator and Freelance Finance Manager*

## Main Duties and Responsibilities

1. **Human Resources.** To review, develop and provide oversight of TDC's human resources function to ensuring our systems are efficient, simple, legally compliant, aim for sector best practice and manifest our community development values.
2. **Finance.** To review, develop and provide oversight of TDC's financial strategy, systems, policies and processes including budgeting, management accounting, purchasing and reporting to ensure high levels of scrutiny and efficiency.
3. **Organisational Planning and Project Management.** To review, develop and provide oversight of TDC's planning and project management systems, enabling us to effectively deliver all our work within time, budget and targets.
4. **Office Management.** To review TDC's use of office space to maintain healthy, practical and cost effective working environments for all staff and volunteers; balancing needs such as the value of being rooted within the communities we serve and creating a vibrant central space. To project manage a probable relocation of Head Office.
5. **ICT.** To lead the review of TDC's use of Information and Communications Technology, including organisational storage systems, equipment, support providers, databases and customer relations management systems.
6. **Impact and Data.** To lead on the creation and implementation of a new organisational wide approach to capturing TDC's impact - to better understand and increase the difference we are making. Ensuring data is collected, stored and communicated in a way that is supportive to delivery, values driven, legally compliant, and valuable for all stakeholders including community members, staff, partner agencies and commissioners.

## **Main Duties and Responsibilities (continued)**

7. **Quality Standards.** To oversee the attainment of the PQASSO quality mark and additional quality marks that will see the continuous improvement in TDC's operations. To ensure all policies and procedures are up to date with reference to legal compliance and sector wide best practice; that they are 'owned' by the staff team and fully embedded in our work.
8. **Central Services.** To reframe TDC's central support functions as a proactive outward focusing service enabling staff to more effectively deliver our mission. To manage the Central Services department with oversight of staffing and budget.
9. **Governance.** To support the Trustees to perform their governance function as effectively as possible, through supporting Board Meetings and Sub-Committees meetings and ensuring compliance with regulatory requirements.
10. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. All staff are required to be active against prejudice. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
11. **Senior Management.** To contribute to the strategy and operations of TDC as a member of the Senior Management Team.
12. **General.** To undertake all other reasonable tasks and responsibilities as requested by your Line Manager.

# Person Specification

## Essential Skills and Experience

1. **Operations Management Experience.** A minimum of three years of senior leadership experience with responsibility for managing an organisation's operations and resources.
2. **Human Resources.** Experience of human resources management.
3. **Finance.** Significant experience of organisational financial management.
4. **Planning and Project Management.** Experience of leading organisational planning processes and developing project management systems.
5. **Office Management.** Skills in office management, including procurement and managing suppliers.
6. **IT.** Experience of leading an organisation's use of Information and Communications Technology – including excellent personal IT skills.
7. **Impact.** Knowledge of evaluation and impact measurement systems.
8. **Communications.** Excellent written and verbal communication skills and the ability to relate well to a broad range of stakeholders.
9. **People Management.** Capacity to lead highly motivated and autonomous staff in an effective and flexible way
10. **Values.** To demonstrate a commitment to TDC's community development values.
11. **Teamwork.** Ability to work as a member of a team with a positive, lively, enthusiastic and flexible approach to the work.
12. **Equal Opportunities.** A commitment to equal opportunities practice.

## Desirable Skills and Experience

13. **Accountancy.** A qualification in accountancy.
14. **Quality Standards.** Experience in leading the process for gaining quality standards.

### The Trust for Developing Communities

Wavertree House, Somerhill Road, Hove BN3 1RN

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