



Registered Charity: 1192674

Job Title	General Manager
Reporting to	Chair of Trustees
Organisation	<p>Braintree District Mencap CIO</p> <p>Celebrating 70 years as a small, independent Charity in 2025, Braintree District Mencap (Registered Charity 1192674) provides social, educational and sporting activities for adults with a learning disability in addition to support and guidance for themselves and their families. The Charity run its services from their own premises, Charles Leeks House, in Braintree Town Centre. More details of the services offered can be found on our website at www.braintreemencap.org.uk</p>
Role Information	<p>Based in Braintree Town Centre – Free Parking Available</p> <p>37 Hours per week – Monday to Friday</p> <p>The postholder must be able to work flexible hours</p> <p>Annual Salary £40,000 to £42,000 dependent on experience</p>
Main Purpose of the Role	<p>To manage and oversee all aspects of the Charities operations</p> <p>To maintain the financial sustainability of the Charity by identifying, applying and securing appropriate due to the nature of the work undertaken by the Charity, an element of flexible working will be required. Currently this involves working on Thursday evenings. There is also a requirement to support events on some weekends. Overtime will be paid but Time Off in Lieu may be taken if approved by the Chair of Trustees.</p> <p>To clearly demonstrate and promote the positive impact of the Charity</p>
General Duties	<ul style="list-style-type: none"> • To oversee the management of all operational activities of the Charity according to the strategic direction provided by the Board of Trustees • To be accountable for all areas of finance involved in the day-to-day running of the Charity whilst also ensuring that expenditure is in line with agreed budgets • To research funding and grant opportunities and complete applications and monitoring procedures • To adhere to policies and procedures relevant to the Charity • To be aware and responsible for Health and Safety ensuring there is appropriate insurance cover and risk assessments to facilitate a safe environment with consideration to all aspects of health, safety, welfare and security • To remain up-to-date and provide information and advice on national and local issues/policies affecting the Charity • To ensure a sound knowledge of the Charity's legal responsibilities • To oversee and maintain the management of building maintenance, repairs and servicing • To work and communicate effectively with adults with a learning disability and their families recognizing the changing needs of the client • Undertake appropriate training as and when required • To present management and premises reports to the Board of Trustees • To take an innovative approach to fundraising initiatives and opportunities • Attend clubs and sessions to facilitate social, recreational and wellbeing activities as required

	<ul style="list-style-type: none"> • To demonstrate high professional standards and ensure that a high-quality service is always maintained; promoting and raising awareness of the work carried out by the Charity • To be a keyholder for the premises
Desirable Skills	<ul style="list-style-type: none"> • Experience in applying for available grant opportunities • Experience of working within the charity sector with knowledge of the voluntary and community sector • Experience in developing and delivering community-based projects • Experience in managing staff and volunteers, including recruitment and supervision • Experience in preparing reports demonstrating progress, impact and outcomes for funders • Leadership and team management skills • Ability to think strategically and identify opportunities for service development • Experience in fundraising and securing funding • Experience in managing budgets and ensuring financial accountability within projects
Essential Skills	<ul style="list-style-type: none"> • Excellent communication skills face to face, by phone and in writing and the ability to present information to a wide audience at all levels • Positive role model, enthusiastic and inspires others • Demonstrate integrity and confidentiality with empathy and patience when liaising with members with a learning disability • Ability to work under pressure, manage multiple projects and meet deadlines • Flexible, adaptable and able to work in a fast, ever-changing, complex environment • Excellent IT Skills and understanding of Microsoft Office software • Have good, accurate literacy, numeracy and administrative skills and the ability to analyse information to solve general queries • Knowledge of safeguarding, health and safety, data protection and equal opportunities • Confidence in representing the organisation at external events and meetings • Strong organisational and planning ability skills with thorough attention to detail • Professional, Reliable and Trustworthy in all respects
Other information	<p>The above is designed to help you understand the role and is not exhaustive, nor is it intended to be a definitive list of the duties involved. Flexibility is required of all employees, this list is subject to change. Initiative must be demonstrated to develop the job to achieve the aims of Braintree District Mencap.</p> <p>Braintree District Mencap is committed to safeguarding and promoting the welfare of vulnerable adults. The successful applicant will be required to undertake an enhanced disclosure through the Disclosure and Barring Service. It is a criminal offence for people who are barred from working in a regulated activity to apply for roles that require them to work unsupervised with that group.</p>