

Alridha Foundation Job Description

Post Title: General Manager

Purpose:

- You will be responsible to the Board of Trustees for management and development of the charity in the UK and internationally, to ensure efficient running in accordance with Alridha Foundation's policies, practises and financial structures.
- To be accountable for leading, managing and developing the organisation.
- To raise monitor the work undertaken at Harrow Primary School, Salam Nursery and various branches of Al-Ridha Schools.
- To develop and enhance the reputation and scope of the organisation in the UK and internationally.
- To effectively manage and deploy staff, financial and physical resources.

Reporting to: Alridha Foundation Board of Trustees

Liaising with: Head/Deputies, diocese, other agencies, companies.

Location: London (with occasional travel)

Working Time: Full-time (39 hours p/w)

Salary/Grade: £32,000 - £37,000 p.a.

Application Date: 08 February 2018 – 08 March 2018

Qualifications

An upper second-class honours degree or above is required although a Marketing, Business Studies, or Management degree may be helpful. Experience in the charity sector is highly valued but not mandatory. A good understanding of and willingness to travel to the Middle East is required. A good understanding of Arabic or Farsi is a plus.

Main Duties

Delivery

- Manage the implementation of high quality provision according to project contracts and/or service specifications and Alridha Foundation values.
- Implement strategies and be responsible for achievement of targets.

80 Gayton Road, Harrow

London, HA1 2LS

E-mail: info@alridha.org

Tel: +44 (0) 208 451 3322

www.alridha.org

Charity registration number: 1142811

- Oversee the fulfilment of funding requirements/project target aims.
- Liaise with stakeholders and beneficiaries as appropriate.
- Provide an appropriate level of presence in different locations.
- Oversee policy and practise implementation i.e. allegations, incidents, etc.
- Implement improvements identified by the Board of Trustees.
- Participate in recruitment and induction of new staff.
- Supervise staff to help them fulfil their own job descriptions.
- Organise and lead meetings for staff, including team meetings and regular planning and monitoring.
- Authorise expenses, leave and sick leave and keep appropriate records.
- Manage administration relevant to the work of current and potential projects.
- Coordinate the use of office space, rooms, desks, computers in accordance with operational requirements.
- Complete any administration relevant to the projects the Foundation runs.
- Promote Alridha Foundation projects with relevant agencies.
- Network with local agencies to develop presence of the charity in local delivery to further support service users.
- Prepare for and attend funders training/review meetings.

Quality

- Manage and assess evaluation practises; quality standards framework practises; beneficiary feedback practises; self-assessment reports.
- Systematically evaluate all elements of service delivery and quality by consulting with services users and service purchasers.
- Propose and oversee any agreed quality improvements to delivery.
- Review and develop new practises accordingly.
- Act according to policy in all child protection allegations, incidents, etc. Internally and externally.
- Implement all policy and practise relating to the management of staff and delivery.
- Monitor regularly all recording and administration systems and feedback to staff.
- Manage the collection of data appropriate for evaluation.
- Participate fully in management team meetings and training.
- Produce reports for all projects when requested.
- Be responsible for any required reporting.
- Set a good example in terms of dress, punctuality and attendance.

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- Be proactive in matters relating to health and safety and child protection.
- Report any concerns to the Board of Trustees.
- Participate in monitoring and evaluation, i.e. attendance, punctuality, achievement, etc.
- Uphold the behaviour practises of the Foundation.
- Attend supervision, team meetings and staff days.
- Administer and maintain resources.

Development

- Participate in strategic planning with the Board of Trustees.
- Participate in strategic development of the charity leading to continuance and expansion of services.
- Develop evaluation methods and oversee their implementation.
- To devise strategies to develop the programmes in terms of numbers of people benefiting from direct programmes and the wider activities.
- Initiate new strands to the programme to meet the changing identified needs.
- Develop, drive and implement an annual fundraising strategy.
- Work with fundraising consultants, if possible, to create a creative multi-layered and sustained fundraising is maintained.
- Plan and implement annual development plans as agreed with the Board of Trustees.
- Plan and implement an annual marketing strategy as agreed with the Board of Trustees.
- Collate data and case studies for use in promotional activities.
- Propose policy development to the Board of Trustees.
- Participate in the development of the charity with the Board of Trustees and the management team.
- Develop strategy for staff training.

Finance

- Understand the funding requirements of all projects.
- Set and manage the budget as agreed with the Board of Trustees.
- Manage budgets, monitor finances against outcome targets.
- Meet pre-agreed finance budgets.
- Process payments and pass on details for invoicing within the agreed timescales.
- Implement spending controls according to organisational protocol.

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Other Specific Duties

- To contribute to staff CPD.
- To continue individual professional development.

Employees will be expected to comply with any reasonable request from the Board of Trustees to undertake work of a similar level that is not specified in this job description.