



Centre for Children and  
Young People with Disabilities

Canolfan ar gyfer Plant a Phobl  
Ifanc gydag Anableddau

Bradbury House Tŷ Bradbury  
23 Salisbury Road 23 Ffordd Salisbury  
Wrexham Wrecsam  
LL13 7AS LL13 7AS

Telephone: 01978 263656 Teleffon: 01978 263656  
Facsimile: 01978 265080 Ffacs: 01978 265080  
www.dynamicwrexham.com www.dynamicwrexham.com

## JOB DESCRIPTION

JOB TITLE	Charity Manager
SALARY	£29,000
HOURS	37 hours per week
EMPLOYER	Dynamic, centre for children and young people with disabilities
REPORTING TO	The Trustee Board through the Chair of Trustees
RESPONSIBLE FOR	The day to day running of the charity, its staff, volunteers and service Provision.
LOCATION	Wrexham

### 1. MAIN TASKS

- To take delegated responsibility for the day to day running of this local charity.
- Line Management and supervision of the senior staff, holding regular Senior Team meetings.
- To provide in house Human Resources and associated record keeping for staff
- Responsible for Safeguarding and DBS checks (approved checking by umbrella body)
- Liaison with Mentor (external HR support)
- To assist Trustees in recruitment and interviews
- To provide Governance to the Charity and Trustee Board and act as Company Secretary, providing minutes and reports as required, acting in accordance with legislation, policies, procedures and any guidance. Maintain relationships with regulatory bodies and to ensure good governance.
- To service the Trustee Board meeting and Finance sub group.
- Finance support (Budgets and cheque signatory)
- To write and secure major funding (bids / schemes/ developments)
- To further develop the charity in any building opportunities.
- Health and Safety lead
- To be the lead contact for commissioned work and maintenance of all partnership working relationships.
- First point of call for all those interested in Dynamic.
- Ensuring participation of all service users (children, young people and their families)
- Building Responsibility (maintenance, security)

### Patrons / Noddwyr:

The Lady Gladstone; The Baroness Walmsley; Bishop Peter Brignall; Bishop Gregory Cameron; Mr. Pryce Griffiths; Mr. Tim Vincent; Mr. Ian Lucas MP; Mr. Lloyd Fitzhugh, OBE DL JP; Ms. Lesley Griffiths AM.

Company Limited by Guarantee 4839002 - Registered Charity Number: 1102952



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Representing the Charity at local, regional and National for a / meetings as appropriate.

## 2. PERSON SPECIFICATION – CHARITY MANAGER

2.1 Qualifications	Essential	Desirable
Relevant QCF Level 5	✓	
Relevant degree qualification		✓
Management Qualification	✓	
<b>2.2 Experience</b>		
Experience of managing a charity within a local community	✓	
Experience of working within a childhood disability field	✓	
Experience of the local authority commissioning process and making applications to this.	✓	
Experience of securing large funding bids	✓	
Experience of working to a voluntary Trustee Board	✓	
Experience of strategic partnership working at all levels	✓	
Experience of managing and supervising senior staff.	✓	
<b>2.3 Skills / Abilities</b>		
Good communication skills when speaking to people of all abilities	✓	
Ability to produce accurate extraction and analysis of relevant information from diverse sources.	✓	
Able to produce concise and engaging reports for a range of audiences	✓	
Ability to work under pressure and to prioritise work loads	✓	
Excellent communication and presentation skills	✓	
Ability to manage projects and develop plans and strategies	✓	
Good negotiation skills	✓	
Ability to keep abreast of the changing field of child and adolescent disability and associated areas of work concerning children and young people generally	✓	
<b>2.4 Knowledge and keeping up to date</b>		
Good all round knowledge of disability issues	✓	
Human Resources	✓	
Health and Safety	✓	

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IT	✓	
Good Governance knowledge	✓	
Regulatory Guidance relevant to Dynamic	✓	
Supervision and appraisal of staff	✓	
<b>2.5 Personal</b>		
Show a commitment to Dynamic towards its vision, aims and values and within established policies and procedures	✓	
Able to operate an open door policy to parent / carers whose children use our services.		
Evidence of commitment to volunteering and the sector as a whole	✓	
Commitment to lifelong learning and continuous professional development	✓	
Have willingness to attend meetings and functions out of office hours and to travel if required	✓	
Have access to own transport insured for business usage	✓	
Empathy with the Welsh Language	✓	
Ability to speak and read welsh		✓

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