



Charity Director

NW7hub

Reports to: Nominated Trustee

Role Type: Permanent, Part-Time (20hrs)

Salary: £31,200 pro rata (£15,600 for 0.5FTE / 20hrs)

Place of work: Remote working / Mill Hill Library, Hartley Avenue, London NW7 2HX

Responsible for: Library Manager, casual staff

About NW7hub

NW7hub is a community focused charity in Mill Hill, North London with a mission to provide a local space open to all and to cultivate an engaging and relevant programme of activities and events for the community. NW7hub currently manages the Mill Hill Library building, delivering a community programme and running Mill Hill Library in partnership with Barnet Council. The next stage in the charity's work will be a move to a new purpose-built facility, furthering our community reach.

Our provision is based on four key areas of work:

- Health and Wellbeing
- Learning and Cultural Enrichment
- Community Cohesiveness and Interaction
- Networking and Signposting

Since March, we have adapted the way we deliver our work. We established a food bank and have adapted the building to be able to safely operate services including the library service. In the past month, we have increased our online provision and will need to continue to take a flexible and varied approach into the new year.

This is an exciting time to lead NW7hub as Charity Director. The coming years are integral for the charity; the changes of the past year have prompted us to reflect on our vision, and sharpened our resolve to provide support to those who need it most in the area and to cultivate our community-led programme. The post-holder will lead on developing our strategy to achieve this, raising funds and building partnerships, and ultimately further embedding our presence in the local area.

This opportunity would suit someone with the drive, vision and creative leadership to make a big impact for the community.

Purpose of the Role

The Charity Director will lead and manage the charity, working with a high-degree of autonomy. They will shape the work of the charity and ensure it is delivered effectively. This is a broad and varied role, combining strategic planning and leadership with operational delivery.

Main Duties and Responsibilities

Strategic

- Further develop the strategic vision for the charity, in consultation with the Trustee Board, and deliver it effectively, including -
- Building the charity's network of partnership with local organisations and charities.
- Planning and managing a programme of community activities, creating a structure to facilitate partnership working and cultivate volunteer-led activity.
- Overseeing the management and direction of the Partnership Library in conjunction with NW7Hub Library Manager.
- Leading on marketing, outreach and engagement, including on social media.
- Reporting to the Trustee Board.

Income Generation

- Lead on income generation for the charity to meet financial targets, including -
- Identifying suitable fundraising opportunities and leading on applications and evaluation.
- Managing hire of the premises for one-off and regular hirers, and seeking out new opportunities.
- Increasing individual donations, including through fundraising events.

Operational

- Manage the operational processes necessary for the safe upkeep of the venue and governance of the charity, including -
- Ensure that the building is suitably maintained, including liaising with Barnet Council and external service contractors, and coordination of cleaning and maintenance.
- Holding responsibility for health and safety in the building, on behalf of the Trustee Board, including reviewing and updating policies and procedures.
- Updating and maintaining financial systems and records for use for budgetary purposes including invoicing, contractor/supplier expenditure and grant reporting.

Management

- Line manage the NW7hub Library Manager and a number of casual staff members, including managing rotas and timesheets, and covering for staff on occasion.
- Responsible for staff and volunteer recruitment, in conjunction with the Trustee Board and/or the NW7hub Library Manager.

General

- Carry out administration and implementation of the duties outline above.
- Adhere to NW7hub policies and procedures.
- Any other duties commensurate with the post, as agreed with Trustees.

Person Specification

The Charity Director will have a strong commitment to helping members of the community get involved with NW7hub. They will need to be self-reliant, energetic, able to work on their own initiative and to prioritise activities.

The continued success of the charity will depend heavily on the organisational skills of the Charity Director and their ability to communicate effectively with all members of the community and work alongside colleagues, partners and Trustees.

Our ideal candidate will have the following experience and skills -

- Proven experience in or strong commitment to community engagement or the voluntary sector.
- Proven ability to work independently and use initiative.
- Highly organised and able to balance multiple priorities and manage time effectively.
- Ability to think strategically and to communicate the strategic vision.
- Good leadership skills and the ability to motivate and develop a small team to deliver results.
- Excellent communication and relationship management skills. Able to work with people from a wide range of backgrounds.
- Experience of income generation, ideally with proven success in fundraising.
- Good understanding of venue management and health and safety in the workplace.
- Experience of managing staff and/or volunteers.
- Flexible attitude and willingness to develop in role.

Application Process

To apply for the vacancy, please email your CV and a covering letter (no more than two pages) to adam@nw7hub.org.uk, outlining your interest in the role and how your skills and experience meet the job description and person specification. Please include 'Charity Director' in the subject line.

Deadline for applications is midnight 31 December 2020.

Initial interviews will take place in early 2021.