

## EXECUTIVE DIRECTOR OF THE BARNES WORKHOUSE FUND

**Responsible to:** The Corporate Trustee

**Location:** Home-based

**Hours of work:** Part-time, 20 hours per week (flexible working)

**Holidays:** 30 days per year + bank holidays

**Salary (inc pension):** £38,700

**Permanent Contract**

### EXECUTIVE DIRECTOR – JOB DESCRIPTION

*(Note: Unless otherwise stated, references to “the organisation” includes both the Barnes Workhouse Fund and Walsingham Lodge Trust)*

#### General Responsibilities

*Note: This post is part-time, covering an average of 20 hours per week, (an annual total of 880 hours). The office is closed during August. The proportions of time attributed to each category of responsibilities are shown on pages 3 and 4.*

Providing leadership to the organisation and to take responsibility for its management and administration within the strategic and accountability frameworks established by the Barnes Workhouse Fund Trustee Limited (“the Trustee”).

With the Chair, enabling the Trustee to fulfill its duties and responsibilities for the proper governance of the organisation and to see to it that the board receives advice and information in a timely, thorough and appropriate manner.

#### Specific Duties

##### Working with the Board

- a. With the Chair, seeing to it that the Trustee formulates and regularly reviews the organisation’s vision, mission and values, (for the Barnes Workhouse Fund, inter alia, by way of setting the grantmaking policy and investment strategy; and for Walsingham Lodge Trust, by regularly reviewing the allocations policy and management arrangements for the sheltered accommodation and leasehold bungalows);
- b. In partnership with trustees, developing a long-term strategy for the organisation within the above vision, mission and values established by the board;
- c. With the Chair, ensuring that the board can adequately monitor annual plans, targets and performance, including the long-term strategic management of the contract with Crown Simmons Housing, day to day managers of Walsingham Lodge & the Berkeley Road Bungalows;
- d. Reporting to the board on organisational progress, providing information and answering for organisational performance;
- e. With the Chair, developing policy proposals for board discussion and decision;
- f. With the Chair, establishing the annual calendar for board meetings;
- g. Supporting the Chair, suggesting development opportunities as appropriate;
- h. Enabling the board to broaden its capabilities and develop its leadership potential.

##### Leading and managing the organisation

- a. Ensuring that a long-term strategy is in place to guide the organisation in achieving its objectives;
- b. Being responsible to the Trustee for the overall financial health of the organisation;
- c. Ensuring that the organisation has the human, material and financial resources it needs to operate effectively;
- d. Seeking out and developing new strategies for ensuring future resources;
- e. Taking appropriate steps to protect the organisation from risk;
- f. Seeing to it that the organisation fulfills its constitutional, regulatory and legal obligations;
- g. Ensuring that the organisation has the right management systems and structures to carry out its work effectively, accountably and safely, including overseeing the

- contract performance of the day to day sheltered housing managers, Crown Simmons Housing and facilitating the annual residents' survey for this purpose;
- h. Ensuring that all parties working within the organisation are focused on achieving the strategic priorities.

### **Promoting the organisation**

- a. Protecting and enhancing the reputation of the organisation;
- b. Seeking appropriate opportunities to expand and promote awareness of the organisation's work
- c. Using the media appropriately to raise the organisation's profile
- d. Acting as spokesperson when authorized;
- e. Assisting in the formulation of marketing strategies;
- f. Ensuring that marketing materials and other communications accurately and persuasively present the vision, mission and values of the organisation'
- g. Overseeing the regular updating of the website and other communications.

## **EXECUTIVE DIRECTOR – PERSON SPECIFICATION**

### **Essentials**

- Commitment to the organisation's vision, values and mission
- Personal integrity and credibility
- Commitment to self-development
- Dedication to developing the organisation

### **Personal Qualities**

- Charisma
- Tact
- Responsiveness
- Realism
- Honesty
- Enthusiasm

### **Specific Abilities**

- Financial and management expertise
- Excellent communication and people skills including empathy and patience
- Ability to build networks and make connections
- Good planning and organisational skills with initiative to prioritise a demanding workload
- Team Player with ability to take the lead
- Proven expertise in IT management including Microsoft Office and database use

### **Experience**

- Track record of general management at executive level
- Proven ability to work successfully with a trustee board
- Experience in managing an organisation of comparable size
- A firm understanding of voluntary and community sector governance and practice, including GDPR compliance.

## **EXECUTIVE DIRECTOR - SPECIFICATION OF SERVICES**

### **THE BARNES WORKHOUSE FUND AND WALSINGHAM LODGE TRUST**

### **JOB DESCRIPTION**

**Post:** Executive Director  
**Accountable to:** Chair

**Purpose of the Job:**

- To manage the Barnes Workhouse Fund (BWF) on a day to day basis on behalf of the Barnes Workhouse Fund Trustee Limited (“the Trustee”).
- To be responsible for the efficient and effective administration of all aspects of the grant application process from first receipt to payment.
- To act as the Fund’s Accounting Officer and to ensure compliance with all statutory financial requirements and good practice standards.
- To advise the Board on the developing work in the community in liaison with the other main charities, the CVS and the local authority.
- With the Board, to manage the contract between Crown Simmons Housing and Barnes Workhouse Fund in respect of the day to day management of Walsingham Lodge and the Berkeley Road Bungalows
- To manage occasional items arising in respect of the Fund’s few freehold property interests, including collection of ground rent

**Key Responsibilities:****General Administration – 20%**

1. To arrange, attend, service and minute meetings of the Trustee (for the Main Fund; for Walsingham Lodge Trust; for the Investment Committee; and for any other meetings where necessary) and to:
  - a. Prepare, and circulate agendas, minutes and related reports in a timely manner;
  - b. Provide details of all grants approved between meetings;
  - c. Provide regular management accounts and any other financial reports required by the Trustee.
2. To liaise closely with the Chairman of the Trustee and Chair of the Investment Committee about all aspects of the work, activities and finances of the Fund.
3. To undertake all aspects of the production and publication of the Fund’s Annual Review and to organise its non-statutory Annual Meeting (which is usually held no later than 30 June each year), inviting beneficiary organisations, Referral Agents, and other of the charities’ Friends and contacts.
4. To represent the Fund to the public, statutory, voluntary and other bodies, liaising closely with the Directors to the other two main grant giving charities based in the Borough, and the Borough Officers responsible for the Voluntary Sector.
5. To ensure the Fund meets all statutory reporting and compliance requirements and adheres to good practice standards in the areas of finance and administration.
6. To maintain both charities’ websites and update them as appropriate on at least an annual basis.

**Grants Administration – 35%**

Trustees wish to optimise Fund administration through the appropriate use of ICT hard/software and the post holder will be expected to progress some of the tasks listed below by making best use of ICT equipment and systems, updating this approach as and when appropriate.

1. To provide information and advice about applications to the Fund, to advise the Trustee on the development of work in the local community by liaising with the local authority, the CVS and other major grant giving trusts in the Borough and to advise the Trustee when required on the development of grant giving policies.
2. To regularly review and update grant application forms and guidance notes with a view to ensuring these are clear, simple and accessible to all potential beneficiaries and available in a variety of formats (eg suitable for use by the visually impaired, available online etc.)

3. To record and acknowledge all grant applications received and to obtain any additional information required from individual applicants, referral agencies or organisations, required by the directors to inform their decisions.
4. To ensure the efficient administration of the grant applications for individuals by liaising with two directors once individual applications are received, providing details of any previously awarded grants, arranging home visits where necessary, communicating the directors' decisions, arranging payments as required and analysing data periodically to inform the directors of the impact of their decisions..
5. To ensure that applications submitted by organisations are properly assessed, to organise meetings on-site visits etc., with applicants as required and to prepare reports and information required by directors to inform their decisions.
6. To ensure any monitoring, evaluation or other follow up reports requested by the Board about its grant making role or about individual grants awarded are acted upon and that such information is provided.
7. To develop and maintain a categorised database of all grants made and of beneficiaries.

#### **Financial Administration – 25%**

1. To manage all aspects of the day to day financial administration of the Fund and exercise budget control within the limits determined by the Trustee.
2. To maintain detailed records of the Fund's income and expenditure, manage debtor/creditor arrangements and produce bi-monthly management accounts for the Trustee's consideration and approval.
3. To reconcile banking transactions on a monthly basis and arrange for the transfer and/or allocation of funds as directed by the Trustee.
4. To liaise with auditors as required with a view to the timely undertaking of the audit and preparation and publication of the statutory annual accounts, including drafting the Annual Trustee Report.
5. To liaise with investment managers with a view to enabling investment advice and information to reach the Trustee

#### **Property Administration – 20%**

1. To liaise closely on all relevant matters with the managing agent for Walsingham Lodge, Crown Simmons Housing Limited, and ensure compliance with the requirements of the Homes & Communities Agency and Almshouses Association.
2. To ensure that the managing agent maintains proper and appropriate service charge accounts for each of the five bungalow long leaseholders at Walsingham Lodge.
3. To liaise as necessary with the managing agents and relevant professionals involved with other BWF owned properties.