



GLOBE
COMMUNITY
PROJECT

Interim Director Job Specification

Job Description

Employment status: Fixed term sabbatical cover of 15 weeks, part-time 0.6 FTE.

Hours Full time hours at GCP are 40 hours per week. This role is employed at 24 hours per week, and while currently these hours are worked Monday to Wednesday 09.00 to 17:00, the Interim Director may choose a different work pattern as appropriate to any other commitments. You may take a paid lunch break of up to one hour.

Location flexibility: While many of hours for this post can be worked remotely, there is a requirement to attend face-to-face meetings and networking events in Tower Hamlets, East London, as the need arises.

Line Manager: Chair of the board of trustees

Approximate Start Date: Monday 3 April 2023

Role summary

This is an opportunity to join a dynamic and growing charity in the heart of East London, bringing your charity operations, fundraising, management and project management experience to provide steady stewardship of GCP during our Director's 15-week sabbatical. You will be responsible for managing around seven freelance operations and project staff, supporting our board of trustees, progressing existing funding applications and submitting new ones. You will provide friendly, proactive and professional coordination, meeting key deadlines and ensuring our services continue to reach under-served communities in Tower Hamlets.

Role accountabilities and responsibilities

Strategic and operational management

- Provide leadership and operational management across our services.
- Ensure GCP fulfils its obligations to the Charity Commission and Companies House through maintaining up-to-date records.

- Plan, organise, support and attend GCP's June board meeting.
- Oversee the updating of key HR policies, in partnership with our board of trustees.
- Develop networks and partnerships to an agreed plan. Draft GCP's annual report for the year ended 2023, sharing learning and impacts from each project.
- Provide and circulate information for trustees and committee members as required.

Projects

- Liaise with project leads regularly, providing strategic input, support and accountability.
- Respond to safeguarding concerns, following GCP policy and procedures, in partnership with designated trustee Safeguarding Lead.
- Review and monitor project budgets and expenditure in partnership with project leads.
- Ensure projects are delivered in line with funder requirements and adhere to funding agreements.
- Liaise with funders, providing updates and submitting reports to schedule.
- Compile and issue contracts for freelance project staff where necessary, using our standard templates.

Finance and Fundraising

- Review invoices and authorise for payment.
- Review GCP's financial situation and records with the Finance Officer and Treasurer on a regular basis.
- Work to the approved core budget for YE2024.
- Monitor the cashflow, and produce a quarterly cashflow report for the June 2023 board meeting.
- Complete grant applications to an agreed schedule, and support board discussions on a fundraising event for September 2023
- Support the Finance Officer, Treasurer, Finance Volunteer and Independent Examiner in organising and reviewing our year-end accounts. Our financial year ends on 30 April 2023.

Communications and networks

- Support the Communications Officer to ensure GCP's website and social channels are kept up-to-date, and our quarterly newsletter is published in June 2023.
- Maintain and develop GCP's supporter base.
- Maintain and build networks and contacts with local community groups and organisations.
- Keep informed of local need in Tower Hamlets, wider voluntary sector activity, local Council agendas and funding streams, through research, attending relevant events and making links with organisations.

Admin

- Maintain the Globe Community Project mailbox and the GCP domain.
- Maintain online filing systems.
- Carry out work in accordance with GCP policies across all the different functions of the organisation.

- Collect bank statements and other post from the GCP office regularly, action where necessary, and return post and statements to the Director at the end of the contract.
- Manage the relationship with our office-share partner.

Line management responsibility:	YES
Budget responsibility:	YES
In this role you will liaise with:	
You will work closely with all staff and contractors, with individual trustees according to their area of expertise, and with the Chair of the board of trustees.	

Person Specification

Qualifications and training	Essential	Desirable	A	I
Further education level training	X		X	
Degree level qualification		X	X	
Evidence of continued professional development		X	X	
Previous experience	Essential	Desirable	A	I
Leadership and management experience in a charity or other voluntary sector organisation	X		X	X
Effective staff management, including performance management	X		X	X
Trust fundraising, grant management and reporting	X		X	X
Budget management	X		X	X
Serving a charity board		X		X
Producing reports, including annual and/or impact reports		X		X
Experience of the Tower Hamlets voluntary sector		X		X
Skills, knowledge and aptitudes	Essential	Desirable	A	I
Digital skills: we use MS Office, GSuite, Zoom, Word, and Excel	X		X	X

Exceptional leadership and management skills	X		X	X
Ability to prioritise, manage workload and time effectively, work to deadlines, anticipate issues and proactively address them	X		X	X
Ability to quickly build effective relationships	X		X	X
Ability to support and empower others	X		X	X
Excellent problem-solving skills	X		X	X
Other requirements	Essential	Desirable	A	I
Strong alignment with GCP's values	X		X	X

Pay and benefits

- Salary of £37,000 per annum, pro-rata.
- 30 days' paid holiday plus bank holidays, pro-rata.
- Auto-enrolment to our NEST pension scheme for the duration of your employment. GCP's pension scheme runs on a qualifying earnings basis, with a 4% employer and 4% employee contribution.

Application process

Please send the following to gcp@globecommunityproject.org

1. Your up-to-date CV.
2. A covering letter or email message outlining your suitability for the role. Do take time to consider our work and our values, which you can explore via our website at www.globecommunityproject.org

NO AGENCIES: We're not using agencies for this vacancy and we cannot accept any CV-only submissions.

Informal chat

If you're thinking of applying but unsure, perhaps because you don't meet all essential criteria, do get in touch to discuss this further (details below). If you're excited by this vacancy then don't rule yourself out - it might still be worth applying.

To arrange an informal discussion about the role please contact Esther Cann on 07419 586150 or email gcp@globecommunityproject.org

Closing date and next steps

Sunday 12 March 2023 at 21:00.

We'll screen all applications personally, and all applicants will receive a response confirming we've received their application. We value the time taken to make a job application and the interest shown in GCP. If you are shortlisted, you'll be contacted and invited to an interview.

Interview details

Interviews are scheduled for Friday 17 March and Monday 20 March, and will take place either before 09:30 or after 17:00. This is to support those currently in work, and to enable our trustees to work around other commitments.

Interviews are normally carried out over Zoom, again to enable our trustees to work around their commitments.