**Job Description - Director, Home-Start Wandsworth**

**Job Title**: Director, Home-Start Wandsworth

**Employer**: Home-Start Wandsworth, 20-22 York Road, London SW11 3QA

**Hours of work**: 35 hours per week - flexible - part time may be considered

**Responsible to**: Chair of HSW Board of Trustees

**Responsible for**: All members of staff and volunteers (8 staff and 70+ volunteers)

**PURPOSE OF THE JOB**

To be the operational lead for Home-Start Wandsworth, and to collaborate with the Trustee Board to steer organisational strategy.

To manage Home-Start Wandsworth in line with our mission statement and values and embrace our vision of a society where all children have the support they need from their parents for a positive, nurturing start in life and families have resilience and hope for the future.

**MAIN RESPONSIBILITIES**

**Managing Home-Start Wandsworth**

* Responsible for the day to day management of Home-Start Wandsworth (HSW) in keeping with the Home-Start Agreement.
* Support the Board of Trustees to ensure the effective strategic management, development and future funding of HSW, implementing the organisation’s business plan and adopting a creative approach to development.
* Ensure that HSW maintains high standards of practice in supporting families within the Home-Start model.
* Ensure equality of opportunity, fairness and diversity and inclusion in all aspects of HSW’s work.
* As Designated Safeguarding Lead, and Designated Lead for Data Control and Designated Health and Safety lead, (supported by designated trustees), to ensure good practice in all aspects of HSW’s work. Ensure all Home-Start policies, processes and procedures are implemented consistently and reviewed regularly, so that HSW is viewed as a role model for best practice.
* Ensure effective administration, monitoring, evaluation, ICT and financial systems are in place.
* Manage the operational work of the staff and ensure HSW’s staffing and financial resources are deployed effectively, identifying, highlighting and recording any operational risks, and keeping the Board of Trustees and the designated trustee informed of such risks.
* Ensure that the Home-Start Quality Assurance standards are met or exceeded by the work of HSW.
* Provide support and input to the trustees as required for fundraising activities, including writing bid applications and liaising with any fundraising consultants.
* Manage the delivery of bid requirements and projects, putting in place effective monitoring and evaluation processes to ensure successful completion in all aspects.
* Maximise and assist in the identification of grant opportunities in conjunction with Trustees.
* Oversee the data management system to ensure accurate records are maintained and readily accessible, enabling high standards of reporting and GDPR compliance.
* Oversee the development of effective annual Communications objectives.

**Providing Leadership for Volunteers and Staff**

**Managing People**

* Lead, manage and motivate the staff team.
* Ensure all staff receive effective direction, supervision and opportunities for development.
* Manage the recruitment, selection, induction, deployment and development of the staff team, with support as necessary from the Board of Trustees and the designated Trustee lead on people issues.

**Managing Volunteers**

* Ensure HSW maintains an effective volunteer network with consistent recruitment, engagement and retention of volunteers.
* Ensure HSW’s policies and procedures are fully implemented in all aspects of working with volunteers including their recruitment, selection, preparation, support, supervision and training
* Ensure that the Home-Start preparation course is delivered in full and to a high standard to all prospective volunteers.
* Ensure that volunteer training is kept up to date and ongoing training provision is offered and encouraged.

**Support for families**

* Maintain an overview of all aspects of the work with families.
* Ensure support to families is of a high standard, in accordance with the Home-Start model policies and procedures.
* Undertake the Strategic Lead role on safeguarding and promoting children’s welfare.

**Working in Partnership**

* Nurture active and positive relationships with referral partners and other professionals.
* Engage in wider voluntary sector networks and maximise opportunities to share knowledge and learning with other suitable organisations to promote influencing.
* Enable the production of long-term impact reporting and documentation to share with external stakeholders and other suitable audiences.
* Contribute to and support the development of the Home-Start network locally, regionally and nationally.
* Promote the work of HSW specifically within the Borough and more widely throughout London, using appropriate social media, publications, contacts, other suitable forums or conferences.

**Governance, Finance and working with the Board of Trustees**

* To work with the Treasurer and Business Support Administrator to produce regular management accounts and to manage the budget effectively.
* Liaise with the Board to ensure that policies and procedures are effective, taking remedial measures and implementing changes as necessary in line with legal requirements
* Attend all Board meetings and prepare a written report in advance of meetings detailing matters of interest and areas of concern regarding the charity’s activities.
* To deliver risk mitigation activities, as highlighted by the Risk Register.
* To ensure the Board receives relevant and appropriate information and recommendations on service activity and development, human resource issues, relevant external issues and other areas that may require Board input and approval.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.