

Re-Vision Business Director Job Share Job Description

(complete responsibilities of the joint post holders)

Introduction

We are looking for someone to work alongside the current Business Director, initially for three days a week, as a job share. The current Business Director is also employed for three days a week, but the organisation and the job have both grown. The current post holder is planning to reduce her hours over the next year or so in preparation for retirement.

There are a number of changes taking place in the organisation, some related to growth, some to changes which were accelerated over the time of Covid. It is anticipated that the new post holder will take an active role in establishing the future of Re-Vision at an exciting time. **This will include a review in 2022 which may result in additional hours for the new post holder and/or the appointment of a further job share for the post.**

The two post holders will work closely together and the first instance the new BD job share will concentrate on specific aspects of the role such as premises and IT as well as working with the current role holder on other aspects of the role.

This is a strategic and managerial role (though occasionally with a need to help out in the day to day admin when necessary). The Business Directors will work closely with the Training Director and Training Managers on organisation-wide matters, and is responsible to the Trustees. The Business Director and the Training Director posts between them jointly fulfil the role of Chief Executive of Re-Vision.

Re-Vision is a small to medium sized organisation with a turnover of approximately £400,000 pa with a strong ethos and values. It requires efficient but human- centred systems which are not over- bureaucratic. The post holder will need a broad skill set because the job covers roles would be split in bigger organisations. It is likely that an applicant will have more experience in some aspects of the role than others, but should be able to evidence that they can learn any aspects that are new to them.

Salary: £40,000 pa pro rata, annual leave 25 days plus bank holidays pro rata
Responsible to: the Board of Trustees

Main purpose of job

To take responsibility as joint Chief Executive (with job share Business Director and the Training Director) for ensuring the success of Re-Vision, the well-being of staff and the implementation of its ethos and values in delivering services to students and its community.

To oversee the financial, legal, administrative, resource (premises, equipment, IT, HR) and marketing aspects of Re-Vision's operations.

To support the strategic vision of an anti-racist, anti-oppressive delivery of all aspects of the training and the running of the organisation.

As joint CE ensure the Board of Trustees has the support necessary to function effectively, carry out its duties, recruit new members and develop individual trustees.

Organisational Managerial Role

- Key member of Re-Vision Management Team responsible for all aspects of Re-Vision's work and strategy
- Company Secretary – responsible for official relationship with Company House and the Charity Commission, legal compliance, annual accounts and returns
- Provide and contribute business and policy reviews, strategy, business planning and budgeting and advise the Board of Trustees on these

Management – Administration

- Line management responsibility for administrative staff
- Ensure that administrative systems are appropriate for organisational objectives
- Recruitment and induction of administrative staff

Finance

- Set and monitor Re-Vision's annual budget
- Ensure financial systems and controls are appropriate and implemented
- Take an active role in setting fees, budgeting for events, and ensuring monies are paid out and received
- Ensure Re-Vision has all necessary insurances in place for its services, staff and property and public liability

Resources

- Manage all aspects of Re-Vision's property requirements for training, community and business activities
- Responsibility for equipment purchasing, leasing, repair
- Responsibility for IT systems – research, purchase, implementation, training
- Furniture, decoration and upkeep of premises
- Security of premises
- Ensure that Health and Safety, fire prevention measures and access criteria are up to date and implemented
- Ensure that rooms are available for the training and other needs and that supporting systems are appropriate.

HR

- Recruitment of admin staff, and input into recruitment of training staff
- Advising on HR matters and keeping personnel policies and procedures updated

Marketing

- Ensure the marketing strategy delivers business outcomes regarding student interest, recruitment, and generation of awareness and a high reputation for Re-Vision in the therapy world.
- Responsibility for the web site and advertising materials.
- Ensure social media – Facebook, Twitter etc is congruent with marketing strategy

General

- Contribute to and ensure that community events and initiatives such as the regular newsletter, community forum, Winter Residential are fully administratively supported, and congruent with overall strategy .

Person Specification

The postholder(s) will:

- Have strong management experience and expertise
- Have a strong organisational and planning approach to managing your own and others' work
- Be an excellent communicator orally and in writing
- Be committed to and have the ability to model Re-Vision's ethos and values in all aspects of their work
- Be able to deal appropriately with a wide range of individuals, sometimes in sensitive and stressful circumstances
- Have experience in negotiating business contracts such as equipment purchase and venue hire
- Be conversant with the technologies in use by Re-Vision
- Have experience of financial management including constructing and managing budgets
- Have an understanding of and ability to implement marketing strategies
- Have the ability to manage premises
- Have an understanding of the work of counsellors and psychotherapists.
- Have an understanding of employment legislation and practices relevant to an organisation such as Re-Vision
- Have an understanding of the educational needs of Re-Vision students
- Have a good understanding of and commitment to diversity and equal opportunities.
- Have an understanding of and commitment to health & safety at work.
- Show a willingness to learn new skills and undertake new tasks.

In addition to the above criteria which are essential for the post, the following are desirable attributes and experiences and form part of the selection criteria:

- An understanding of the financial reports necessary for management, trustees, Company's House and The Charities Commission.
- Experience of the educational sector as it applies to adults.
- Experience of working with charities

To Apply: Send an email to recruitment@re-vision.org.uk, with two attachments: 1) your CV and 2) a covering letter which clearly and explicitly shows how you meet the person specification attached to the job description. You should include the details of two references who we can contact including your current or most recent employer.

If you have not yet done so, please read the attachments recommended on our website at <http://www.re-vision.org.uk/re-vision/work-re-vision/>

Please put your name and the title of the job you are applying for in the subject line of your application email. Also please make sure that each of your attachments is titled both with your name and with the post you are applying for - and ensure that this information is also found in the body of the document. Please send attachments as word documents or PDFs.

Closing date: 19th July 2021. We hope to hold interviews on 5th August.