

## APPLICATION PACK FOR THE POST OF CHARITY MANAGER

The You Are My Sunshine (YAMS) Trustees are seeking to appoint an enthusiastic and self-motivated Charity Manager to lead the Charity, taking on the responsibility for delivering operational activities and fundraising.

This is a new role within the organisation as currently these responsibilities are undertaken by the Trustees, primarily through the Chair.

This is an exciting opportunity to lead the Charity organisation into a new phase of development working closely with the Trustees to maintain its health and wellbeing services within the local community and to expand its capacity and fundraising activities.

### **Charity Profile**

YAMS is a North Lanarkshire based Mental Health and Wellbeing Charity established to support and counselling to people in need of emotional support. Our service is available to the public, education and industry.

The YAMS concept was conceived by Rhonda Jones when, after the tragic loss of her sister to suicide she became aware of the need for better mental health support in the community. In a short space of time this grew, demonstrating that there was a much greater need for these services nationwide. In order to respond to this identified need she brought together a team of people to help assist her in this initiative.

### **Our Status**

You Are My Sunshine YAMS Gemma's Mental Health and Wellbeing Charity (SCIO) was officially registered with OSCR on June 6<sup>th</sup> 2018. Registered charity number SC048442.

### **Our Mission**

***Raising awareness of mental health through education and providing support for those experiencing or affected by mental ill health and suicide.***

We offer a safe and welcoming atmosphere within our drop-in hub, where anyone can find tailored advice on mental health from our team of mental health educated volunteers. We also offer relaxation therapy, counselling (BACP registered), therapeutic activities such as Knit & Natter, Craft & Chat, Walk & Talk and Bake & Banter. We offer mental health awareness and education sessions within schools, clubs and businesses such as SafeTalk, SuicideTalk, Perinatal Mental Health Awareness, Employability and Drug & Alcohol Awareness. All services we provide are free of charge.

Our website provides more detailed information. [www.yams.org.uk](http://www.yams.org.uk)

**Hours of work:** 15 hours per week. Flexible to meet demands of charity

**Job type:** Part-time, 3 year fixed term contract

**Salary:** £14,976 p/a

**Holidays:** 25 days, including bank holiday provision (pro-rata for part time hours)

**Benefits:** Generous annual leave allowance.

Opportunity to have a profound impact on the future of a newly established charity.

Family friendly employer operating flexible working hours.

### **Job Overview**

To provide leadership and management of the Charity's operational activities that serve the needs of all clients ensuring high standards of delivery. To facilitate the strategic direction determined by the Board of Trustees and promote the long-term health and success of the Charity.

### **Responsibilities and Duties**

- Over seeing Volunteers and run the day-to-day services of the charity
- Lead and engage a team of Volunteers
- Create a culture of high-performance, empowering your team to reach objectives and delivery plans
- Create and manage a welcoming, service user environment
- Maintain and keep records of all receipts and banking
- Implement all aspects of health and safety and keep a record in store.
- Regular checks to be made and maintained
- Ensure the smooth day to day running of the charity and be responsible for cash handling, banking and associated administration, ensuring all operations are in accordance with policies and procedures and the constitution of the charity.
- To manage all aspects of stock collection and preparation, ensuring that stock processing levels are sufficient to achieve required resources to enable delivery of the charity roles at all times
- To demonstrate excellent customer service and networking, internally and externally, always promoting good practice within the charity and providing guidance, feedback and coaching to the volunteer team as required.
- To meet required performance standards and targets.
- Ensuring that confidentiality is maintained at all times.
- Maintaining a good standard of housekeeping, creating an environment that is pleasant and safe for all service users, staff and volunteers
- To present a positive and professional image to the public, staff and volunteers at all times, being an ambassador for YAMS.
- Attend and undertake any relevant key training workshops, events or meetings as required.
- To work within YAMS policies and procedures at all times.
- To oversee fundraising events, ensuring a system is in place for any fundraising and donations operations.
- You will be highly organised, innovative and have a track record of delivering a high standard service. You will have the proven ability to achieve results through building strong lasting relationships with individuals and organisations.
- You will work across organisations, so interpersonal skills are of high importance. You will need the confidence to deal with people at the very highest level, managing high-profile volunteers and donors with diplomacy and discretion.
- To ensure timely communications with other colleagues, partners, sponsors and suppliers/agencies, donors, volunteers and other key audiences, in accordance with the nature of the work to ensure that all stakeholders are updated.

- To maintain good relationships with existing business supporters and recruit new business members and volunteer participants.
- To promote other income streams, using social media, email and direct mail to existing supporters.
- To seek opportunities to build on the success of existing fundraising activities and explore new avenues for raising funds.
- To work with the marketing and wider team to identify and develop opportunities to generate income.
- To help to raise the profile of YAMS in the region they are working
- To carry out risk assessments when holding an event or physical activities
- Monitor relevant budgets and resources, including expenses.
- Organise and lead volunteer teams to assist with charity fundraising and development activities.
- Coaching and supporting volunteers.
- To undertake any other tasks, duties or projects which may arise from time to time in accordance with the level of this post.
- To carry out presentations and participate in public speaking where relevant to promote and share the good work of the charity.

You may be asked to undertake other duties as may be reasonably requested from time to time by the Trustees. This role specification may be varied in consultation with the post holder to reflect evolving needs of the organisation.

There will be a requirement to work the occasional evening and weekend in order to fulfil this role (e.g., Trustees meetings, fundraising events).

| KNOWLEDGE SKILLS AND EXPERIENCE  |   |
|--|---|
| ESSENTIAL  | DESIRABLE   |
| Experience of leading and inspiring teams and volunteers with openness, honesty, integrity and transparency.                 | Experience of delivering and developing services to meet local needs.       |
| Experience of managing a multi-disciplinary staff team and volunteers, in a third sector organisation, or running a charity. | Experience of running effective external and internal meetings.             |
| Experience of working successfully with trustees and an understanding of effective governance.                               | Understanding of the importance of evaluation in ensuring quality services. |
| Understanding of the culture and role of a community-based charity and the needs of a rural community.                       | Experience of overseeing the management of organisational finances.         |
| Excellent communication and presentation skills, verbal, written and virtual.  | Experience of marketing and promotion.                                      |
| Excellent organisational skills, with the ability to prioritise and plan effectively and meet deadlines.                     | Experience in the field of Mental Health                                    |
| Excellent IT skills.   |   |
| Experience in developing and delivering income streams and fundraising.  |   |



| PERSONAL QUALITIES   |  |
|--|--|
| Integrity and keen sense of responsibility with personal drive for excellence. |  |
| Adaptability and flexibility.  |  |
| Excellent interpersonal and communication skills.                              |  |
| Accessible and approachable.   |  |
| Confidence in public duties.   |  |
| Not afraid to be hands on, pragmatic.  |  |

### Recruitment Process

Complete an application form on our website [www.yams.org.uk](http://www.yams.org.uk)

For any enquiries regarding the position contact [enquiries@yams.org.uk](mailto:enquiries@yams.org.uk)

It is planned to hold the first formal interviews in June 2021.

YAMS is an equal opportunity employer and welcomes applicants from all sectors of the community.

**Closing date for applications:** 11<sup>th</sup> June 2021

# YAMS Job Application Form

You Are My Sunshine (YAMS) Charity is a committed equal opportunity employer

## 1. Vacancy Details

|            |
|------------|
| Job Title: |
|------------|

## 2. Personal Details

|                 |                      |
|-----------------|----------------------|
| Surname:        | Title:               |
| First Name(s):  |                      |
| Address:        | Post Code:           |
| Telephone No:   | Mobile Telephone No: |
| E-mail Address: |                      |

## 3. Present and Most Recent Employment

|   |                                       |
|---|---------------------------------------|
| Job Title:                                  | Salary:                               |
| Date Started:                               | Leaving Date <i>(if applicable)</i> : |
| Employer's Name:                            | Telephone No:                         |
| Address:                                    | Post Code:                            |
| Main Duties and Responsibilities:           |                                       |
| Reason for Leaving <i>(if applicable)</i> : |                                       |
| Notice required:                            |                                       |

**4. Previous Employment** (*previous 10 years history required*)

| Name and Full Address of Employers | Job Title and Main Responsibilities | Dates |    | Reason(s) for Leaving |
|------------------------------------|-------------------------------------|-------|----|-----------------------|
|                                    |                                     | From  | To |                       |
|                                    |                                     |       |    |                       |

**5. Secondary, Further and Higher Education**

| School, College or University<br><i>(include location)</i> | Dates |    | Qualifications obtained<br><i>(include date, level and grade)</i> |
|--|-------|----|---|
|  | From  | To |   |
|  |       |    |   |

**6. Training and Development** *(Include job related activities relevant to your application)*

| Training courses attended<br><i>(name training provider)</i> | Dates |    | Qualifications gained |
|--|-------|----|-----------------------|
|  | From  | To |                       |
|  |       |    |                       |

**7. Membership of Professional Organisations**

| Organisation | Level of Membership | Examination<br>Yes / No | Date Awarded |
|--------------|---------------------|-------------------------|--------------|
|              |                     |                         |              |

**8. Public Duties or Social Activities** *(include details of any public duties and/or activities with voluntary organisations)*

## 9. Additional Information

Do you hold a full current driving licence?

Do you have any endorsements?

Do you have the use of a car?

## 10. Asylum and Immigration Act 1996

To enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

Are there any restrictions regarding your right to work in the UK?

**If yes** please provide details on a separate sheet of paper.

## 11. Rehabilitation of Offenders Act 1974

Have you ever been cautioned or convicted of a criminal offence?

**If yes** please give details in a separate envelope. You are not required to give details of a 'spent conviction' as provided by the Rehabilitation of Offenders Act 1974 unless the post is one that involves direct contact with children or vulnerable adults where we need to know about all convictions.

## 12. Disclosure and Barring Service Check

If this post is subject to a satisfactory Disclosure and Barring Service check, which will disclose all cautions, reprimands and warnings as well as convictions, in addition to completing this application form you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to the Director of Human Resources. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.



### 13. Supporting Statement

Please use this section to provide further information in support of your application. This needs to be related to the requirements of the job and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you suitable for the job
- Your reasons for applying

*Please use additional sheets if required*

## 14. References

Please give the names and addresses of two referees. One should be your present or most recent employer. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. Additional referees may be sought from previous employers, particularly for positions working with vulnerable people.

In some instances references may be taken up prior to interview. Please state if you do not wish the references below to be requested until you are informed that your application has been successful.

|   |   |
|---|---|
| Name:   | Name:   |
| Job Title:  | Job Title:  |
| Address:  | Address:  |
|   |   |
| Post Code:  | Post Code:  |
| Telephone No:   | Telephone No:   |
| Email address:  | Email address:  |
| <b>I do / do not</b> wish this reference to be taken up prior to interview <b><i>(delete as applicable)</i></b> | <b>I do / do not</b> wish this reference to be taken up prior to interview <b><i>(delete as applicable)</i></b> |

## 15. Declaration

I declare that to the best of my knowledge the information given by me is true and complete. I understand that if after appointment any information is found to be inaccurate this may lead to dismissal without notice.

In accordance with the Data Protection Act 1998, I hereby authorise Age UK Cornwall & The Isles of Scilly to process the information contained in this application form for recruitment and selection purposes.

Signature

Date

[Please email application to: YAMS Chair, Susan Cochrane: enquiries@yams.org.uk](mailto:enquiries@yams.org.uk)