



Carnegie Community Centre  
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Phone: 0115 9491175

[www.thehelpfulbureau.org.uk](http://www.thehelpfulbureau.org.uk)

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Manager, The Helpful Bureau</b>
<b>Responsible to:</b>	<b>The Board of Trustees</b>
<b>Salary:</b>	<b>£14,560</b>
<b>Hours:</b>	<b>20 per week (flexible)</b>
<b>Base:</b>	<b>THB offices at the above address</b>

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### **Main Job Purpose**

**To develop, manage and maintain services and activities run by the organisation, primarily to meet the needs of older people.**

**To monitor, evaluate and report to the Board on all aspects of the Bureau's work and development.**

**Advise the Board on strategic planning and organisational development.**

### **Specific Duties**

**To lead on all supervision, appraisal, recruitment, induction, training, development, discipline and grievance of The Helpful Bureau staff in line with employment policies and striving for good practice.**

**To lead on recruitment, support, induction and development of The Helpful Bureau volunteers.**

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### **Finance and Monitoring**

**To assist the Treasurer in the preparation of annual budgeted business and project development plans, financial projects and financial risk management assessments.**

**To draw up funding applications for Board approval.**

**To ensure that annual audited accounts and annual reports are produced.**

**To ensure that accurate monitoring and evaluation information is provided to funders as required.**

### **General**

**To work flexibly as required.**

**To be responsible for the safe running of the organisations services and activities, including compliance with all relevant legislation.**

**To be responsible for monitoring equality issues.**

**To participate in supervision, training and appraisal of staff as agreed with the Board and to participate in organisational events.**

**To uphold the values, aims and objectives of The Helpful Bureau in a professional way.**

**To represent the organisation at relevant external and partnership meetings.**

**To make appropriate links with outside bodies/organisations as required promoting and developing the work of The Helpful Bureau.**

**To be responsible for Business and Sustainability Planning alongside the Board of Trustees.**

**JF/MAB**

**22.3.2021**

Registered Charity No. 1085498



Company Limited by Guarantee No. 415589