

## **Charity Manager – Poole Communities Trust – Up to 1 year maternity cover**

### **Hours:**

35 per week, plus some participation in emergency call-out rotas and occasional event work (agreed in advance).

### **Locations of Work:**

- Bourne Community Hub, Northmere Road, BH12 4DY
- Branksome Centre Recreation Road, BH12 2EA
- Turlin Moor

### **About Us:**

Poole Communities Trust is a community-led charity focused on reducing inequality and improving life opportunities in three of Poole's most disadvantaged areas: Bourne, Branksome, and Turlin Moor.

We manage local community centres, support grassroots projects, and work in partnership to deliver lasting impact. We're seeking maternity cover for our much-valued Charity Manager to help lead our work, strengthen our reach, and grow our positive influence across the communities we serve.

### **Your Opportunity:**

To lead the coordination and strategic delivery of our community-based projects across three areas in Poole. Working closely with the Board of Trustees, who provide strategic direction, the postholder will provide operational leadership and support to our team of staff and volunteers, developing and implementing impactful, sustainable, and inclusive projects that support our communities.

### **What We Can Offer:**

- 35-hour work week, with opportunity to work some hours from home
- **Salary: £38,000 - £40,000 depending on experience and qualifications**
- 25 days holiday per year, plus bank holidays
- Mileage reimbursement at 45p per mile- for any mileage incurred in addition to their usual commute when travelling across the three sites.
- Flexible working
- Pension contribution
- Time off in lieu for additional hours
- Training and development opportunities

The successful applicant will be required to commence work during August to enable a 6 week induction and handover with the postholder prior to the commencement of maternity leave.

## **Job Description:**

### **1. Leadership**

- Work with Trustees to implement the Trust's strategic direction
- Coordinate work across our three projects and ensure alignment with community needs
- Represent the Trust at stakeholder meetings, public events, and with funders

### **2. Staff and Volunteer Management**

- Line manages the staff team (see Annex 1) and provide direction
- Manage HR processes and documentation
- Direct the work of the Volunteer Coordinator to ensure effective volunteer engagement

### **3. Community Development and Engagement**

- Promote inclusive community involvement in shaping services
- Build and maintain relationships with residents, community groups, and partners
- Identify and support new ideas for locally led initiatives

### **4. Financial Management**

- Work with Trustees to develop budgets and monitor spending against grants
- Maintain an overview of funding streams and provide information for grant applications
- Maintain good relationships with funders and ensure all reporting obligations are met
- Work with the bookkeeper and accountant to ensure financial controls are implemented
- Ensure robust systems are in place for room hire, invoicing, and debt recovery

### **5. Project and Grant Delivery**

- Ensure effective delivery of community initiatives
- Manage a coordinated approach to collecting case studies and statistics to support social impact reporting

### **6. Governance and Compliance**

- Ensure robust systems for implementing legislation (e.g., safeguarding)
- Undertake Designated Safeguarding Lead
- Work with staff responsible for building management to ensure venues are safe and accessible
- Provide reports and minutes for the Board of Trustees
- Maintain compliance with charity and regulatory requirements

## **What We Need from You/ Person Specification:**

### **Key Competencies and Experience**

#### **Essential:**

- Experience in operational or project management in a community, voluntary, or public setting
- Exceptionally well organised, with the ability to manage multiple projects and deadlines
- Committed to social justice, equity, and community empowerment
- Strong leadership and people management skills
- Excellent communication and relationship-building skills
- Confident and experienced with budgets and good governance
- Highly competent in the use of IT
- Able to assess situations, develop solutions, and make things happen
- Knowledge of key legislation related to people and community service management (equality, health and safety, safeguarding, data protection)
- Commitment to personal, professional training and development
- The successful candidate will be required to complete an Enhanced DBS check

#### **Advantageous:**

- Knowledge of business planning
- Experience in income generation and fundraising
- Familiarity with the charity sector
- Experience of working with children and young people

### **Education / Training**

#### **Essential:**

- Degree and/or two years' proven leadership experience
- Driver's licence and access to a vehicle to work across all three Poole sites

#### **Advantageous:**

- Management qualification or training
- Health & Safety and Safeguarding training (successful candidate will need to undertake if not already completed)

### **Reason to Join Us:**

Join a values-driven charity rooted in the heart of Poole's communities. At Poole Communities Trust, you'll be part of a committed team working to reduce inequality,

support local voices, and drive positive, lasting change. If you're ready to take on a rewarding role with purpose, variety, and room to grow — we'd love to hear from you.

**Recruitment Timetable**

Completed application forms must be submitted **by 12 noon on 12<sup>th</sup> June**

Shortlisting candidates will be invited to interview, the week of **22<sup>nd</sup> June**.

Shortlisted candidates will be asked to prepare a briefing on a specific topic prior to the interview, undertake an 'in tray' exercise and attend an interview with Trustees.

The successful candidate will be Enhanced DBS checked.

**To Apply:**

To Apply for the role please follow the link below and fill out our application form and diversity monitoring form and send to [Debbiedixon@poolecommunitiestrust.org.uk](mailto:Debbiedixon@poolecommunitiestrust.org.uk) or email Debbie for further information.

Application Link: <https://poolecommunitiestrust.org.uk/application/>