

## **Finn's Place**

### **Director**

#### **JOB PROFILE AND PERSON SPECIFICATION**

**Job Title:** Director FP Wellbeing Centre

**Reports To:** The Chairperson of Finn's Place Board

**Remuneration:** Range depending on previous experience of £27,188 to £ 31,875 annually + 3% base salary pension contribution.

**Hours of work:** 37.5 hours per week worked flexibly across the week with some evening and occasional weekend work. This post is for 2 years in the first instance.

#### **Overall, Job Purpose**

This is a key hands-on position within the organisation. The principal role is to develop and promote Finn's Place Centre of Wellbeing, to meet identified needs and enhance the wellbeing of people in the community by offering a safe space, warm presence, welcoming ethos in line with Finn's story, and a variety of activities with and for people in the community and in partnership with other organisations. This role holder is expected to be flexible in terms of tasks and hours.

#### **Key Responsibilities**

- Work closely with the Chair of FP Board to deliver The FP strategy and develop the organisation.
- Prepare and agree with The FP Board Operational Plans and procedures.
- Develop good working relationships with internal and external services and organisations, to raise awareness of the project and for mutual referrals.
- Develop and implement an outreach programme with other relevant partners.
- Create and produce publicity materials for the project including managing the social media accounts.
- Develop and implement a monitoring and evaluation process for all aspects of the project maintaining competent records in accordance with Data protection legislation.
- Recruit, support and supervise a team of sessional staff.
- Develop a variety of supportive activities that will enhance the wellbeing of the community and complement existing services.
- Signpost and refer to other agencies or services as appropriate.
- Ensure the ongoing financial stability of the project by fundraising and completing grant applications for future development of the project.
- Ensure the working environment complies with Health & Safety regulations and legal requirements.
- Prepare regular reports on the project for FP Board and Funders
- Supervise the P/T Administrative assistant and P/T Caretaker and other staff.

- Undertake training and development activities as required to develop skills and abilities of self and staff.
- Participate in and contribute to network meetings as required.
- Ensure that all health and safety requirements are met in the delivery of the services.
- Ensure that all work is carried out in accordance with Finn’s Place values, aims, policies and procedures.
- Undertake any other appropriate duties as requested.

Information about this role can be obtained by contacting

Linda J Watt Chair of FP Board at [lindajwatt69@gmail.com](mailto:lindajwatt69@gmail.com)

### PERSON SPECIFICATION

Quality	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Educated to higher level or able to demonstrate equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualification in health &amp;/or social care</li> </ul>
<b>Job Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Experience of working with vulnerable groups</li> <li>• Experience of networking and communicating with different agencies</li> <li>• Experience of working with, supporting, supervising and training volunteers</li> <li>• Experience of and ability to deliver training.</li> <li>• Experience of setting up projects</li> <li>• Ability to produce publicity materials and operate social media accounts.</li> <li>• An awareness of Health and Safety requirements and the ability to apply these whilst working in a public access area.</li> <li>• Understanding of the need for impartiality and confidentiality</li> <li>• Proven experience of successful fundraising</li> <li>• Ability to write up timely reports, collate data.</li> <li>• Good communication skills (both verbal and written)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a multicultural environment</li> <li>• Experience of working with refugees</li> <li>• Experience of maintaining projects</li> <li>• Experience of innovation and change</li> <li>• Ability to carry out needs analysis and evaluation.</li> <li>• An awareness of the levels of need in communities.</li> <li>• Understanding of the needs of a church and its congregation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good IT skills; knowledge of using databases and Microsoft Office</li> <li>• Ability to write reports and draft correspondence.</li> <li>• Strong organisational and administrative skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Work well as a member of a team</li> <li>• Ability to work on own initiative.</li> <li>• Empathy with vulnerable people</li> <li>• Ability to maintain appropriate professional boundaries.</li> <li>• Ability to respond appropriately to vulnerable people</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work in high pressure situations.</li> </ul>

July 2024