

**Job Description – Business Director**

**Summary of the role**

Inclusion Gloucestershire is a vibrant, successful organisation. The Business Director is a pivotal role for our growing organisation and makes up a third of our Senior Management Team. The Business Director will ensure that our finance, office and administration systems function in a well-organised and efficient way. This includes systems for managing money, colleagues and volunteers and ensures that our offices are well maintained and that at all times we take a ‘value for money’ approach.

The Business Director will ensure that Inclusion Gloucestershire is seen as professional and business-like in all of our work, both internally and externally.

**Job Purpose:** To efficiently and confidently lead on all matters relating to the day to day running of the organisation, play a key role in the Senior Management Team and be committed to embedding best organisational practice across the organisation.

**Reports to: CEO**

**Main Duties and Responsibilities**

The duties of the Business Director will include, but are not limited to, the following:

1. **SMT and Governance**
2. To be part of the Senior Management Team, deciding and delivering strategy with the CEO and Delivery Director
3. Deputise for the CEO in their absence
4. Work to and with the Board to ensure that we are well governed, resourced, compliant, legal, skilled and competent
5. Work with the CEO to ensure that the Board are compliant with Charity Commission and Companies House legislation, e.g. meeting filing deadlines
6. Attend board meetings to report on all relevant areas of work
7. **Finance**
8. Working with the CEO to prepare a draft budget
9. Setting up systems to prepare monthly management reports
10. Managing payroll processes
11. Researching and preparing financial reports
12. Managing petty cash systems and processes
13. Preparing financial material for audit and liaison with auditors
14. Undertake a rolling review of contracts prior to renewal to ensure we are receiving best value for money
15. **Office Management**
16. Effectively using a range of office software, including email, spreadsheets and databases to ensure that the organization is efficiently operating
17. Developing, implementing and maintaining new administrative systems
18. Ensuring we recruit, support, train and retain high quality staff

1. **Management of Inclusion Gloucestershire’s premises, facilities and equipment**
2. Manage the negotiation of all tasks connected with premises, facilities and supplier contracts with sign off by the CEO
3. Organising the office layout and ensuring new colleagues have all they need to deliver to their role
4. Maintain all relevant insurances ensuring cover maintained at all times, discuss and agree changes with CEO prior to renewal
5. Maintain an Asset Register of office equipment and ICT hardware, which is reviewed annually
6. Document and review all administrative and information system procedures and contracts maintaining an up to date procedure and contracts manual
7. Manage and monitor systems for DBS checking of staff, recording sick absence and annual leave
8. Managing our IT systems and collaborating with our external IT support provider.
9. Maintain and renew the IG data protection registration
10. **Health and Safety**
11. To ensure that an annual review of Health and Safety within the organization takes place and identified deficiencies are remedied ensuring we are compliant at all times.
12. Maintain all relevant H&S records including but not restricted to:

Accident book

Staff Fire Safety Training records

RIDOR returns

1. Direct provision of Health and Safety training to all colleagues
2. Help to keep participants and staff safe in their surroundings and act on safeguarding and health and safety concerns in line with Inclusion Gloucestershire’s policies
3. Deputise for Delivery Director as Designated Safeguarding Lead when needed

 **6)** **Managing People and Processes**

1. Ensure high quality delivery throughout our collective activities through robust planning and monitoring
2. Review, design and deliver effective operational structures and systems
3. Line management of the Senior Administrator
4. Ensure the staff handbook and organization policies and procedures are accessible and kept up to date
5. To take the lead on the HR function and develop and manage our HR systems, policies and processes
6. To be the investigating officer for all complaints from external sources in line with the Complaints Policy

**7)** **Growth and Sustainability**

* 1. Identify income generation and business development opportunities and prepare funding bids, with the support of the SMT.
	2. Develop and drive the marketing strategy, with the support of the SMT.
1. **Other**
2. Work with the CEO and others as appropriate to develop innovation and sustainability
3. Promote and advocate with and on behalf of people with disabilities to government, funders, partners and other voluntary organisations
4. Establish and maintain professional working relationships with Board members, colleagues and volunteers of Inclusion Gloucestershire and the broad range of external organisations that we work with
5. Managing our internet content with support of other colleagues
6. Ensuring our all our communication is correctly branded
7. Work with the CEO in developing new partnerships and relationships which contributes to the implementation of our business plan.
8. Advocate for Inclusion Gloucestershire and its projects at meetings and events and within your own appropriate networks
9. Sustain a positive, dynamic and can-do culture

**Essential Skills/Experience**

**The post holder will previously have held a senior admin officer/finance manager role.**

* Demonstrable experience of financial, operations and administrative responsibilities in a relevant area.
* Financial qualification to the level of AAT or similar
* Demonstrable management experience in a similar sector
* Proven ability to plan, manage workload, prioritise tasks and meet deadlines
* Good communication skills and ability to easily build rapport with individuals, staff and managers
* The capacity to prioritise tasks and work under pressure
* Problem solving skills and project management ability
* Ability to produce accessible documents in a variety of formats and a willingness to learn new ways of presenting accessible information
* Trustworthy and able to handle confidential information
* Excellent information, communication and technology skills
* Strong negotiating skills and proven ability to get best value.
* High personal credibility and integrity
* Experience of working with Board of trustees and third sector governance

**Values and Personal Beliefs**

Inclusion Gloucestershire is driven by its values, at the heart of all that it does. Teams are expected to share and demonstrate these values:

* Make sure everyone is involved and included
* Empower choice and control through peer support and place experts by experience at the centre of our delivery
* Challenge when things aren’t right and give people with disabilities a strong voice
* Treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking
* To be a caring and professional organisation who work together towards shared goals
* Work together to deliver exciting new ideas and support each other, our members and our community.