

<b>Job title</b>	Director for Commercial Development and Finance
<b>Reports to</b>	Management Committee and the BOYCIC Directors
<b>Grade</b>	7
<b>Hours</b>	32 hours per week. Occasional unsocial hours – please see special criteria in Person Specification below. Time off in lieu (TOIL) will be given for these hours.

### Main purpose of the post

Your role will be to provide entrepreneurial and innovative leadership for the development and implementation of business planning and promotion for our plant nursery shop and cafe; and across our core work areas including horticulture, garden services and crafts. You will be responsible for the development of our site to ensure it offers the environment and facilities that we need. Your role will also have overall responsibility for our finance functions including fundraising and contracts with Social Services.

The Director for Commercial Development and Finance (referred to as ‘Director’ from now on) will work in a peer based management model with the Director for People Development to offer strong leadership across Brunswick, develop strategy and be guardians for the values and ethos that shape our work. Both Directors will work closely with our Board of Trustees (referred to as Management Committee) to ensure strategic and governance responsibilities are fulfilled.

### Core responsibilities, tasks and duties:

Colour coding:

Blue	Overall responsibility and high level of involvement in work
Green	Overall responsibility for the work and some involvement in the actual work alongside other staff.
Black	Overall responsibility for work but it is primarily carried out by others

### Leadership

- Provide vision, leadership and direction to the Brunswick community in developing and implementing its ethos, values and methods of work.
- Be an ambassador for Brunswick and its work and values, to a wide range of stakeholders in the local community.
- Promote a realistic and honest commercial assessment of the productive work of Brunswick so that this becomes a stronger element of our ethos.
- Work with the Director for People Development and Management Committee to identify, implement and monitor Brunswick’s vision and mission through the development of a four-year strategic plan.

### Commercial development and promotion of products and services

- Develop a business plan for the shop, café and also each productive area in collaboration with Area Leaders and monitor its delivery. Co-lead with the Director for People Development, an evaluation with Area Leaders of profitability and suitability of products and services for workers.

- Overall responsibility for the quality of products and services.
- Support Area Leaders to monitor their expenditure and income within their budget.
- Overall responsibility for the prudent use and development of resources by Area Leaders.
- To support Area Leaders with market awareness and research
- In conjunction with the Director for People Development, to research whether existing areas of Brunswick should expand, contract or cease; and research new enterprises.
- Overall responsibility for the advertising and marketing strategy and budget for Brunswick.

## **Site and facilities development**

- Overall responsibility for Health and Safety in the productive areas, site, shop and café including ensuring that risk assessments are done.
- Overall responsibility for security, maintenance and development of site, assets and vehicles.

## **Finance**

- Develop, direct and hold strategic and delivery responsibility for effective financial systems and processes; for assessing financial risk and exposure and for the financial planning for the organisation.
- Produce and monitor budgets for Brunswick and BOYCIC as a whole in conjunction with the Finance Manager as well as the different work areas, shop and café (in conjunction with the Area Leaders).
- Overall responsible for tracking income & expenditure and internal transfers between BON and BOYCIC.
- Overall responsibility for ensuring adequate reserves for continuity of Brunswick.
- Ensure that payroll is completed promptly and correctly (in conjunction with Finance Manager) and if needed, run payroll in the absence of the Finance Manager.
- Ensure adequate systems in place to allow financial reports for Management Committee and external organisations as required by law.
- Keep up to date with legal changes, good practice and requirements around charity finance, accounting and/or reporting.
- Establish and manage clear and financially prudent contracts with Social Services and grant making bodies; and to fulfil any reporting requirements as needed.
- Overall responsibility for grant strategy and fundraising and delivery (in collaboration with the Grants Fundraiser).

## **Support and development of staff, volunteers and workers at Brunswick**

- Provide management support for all staff who report to this role in the staff structure, including supervision and appraisal.
- Provide cover the Director for People Development in his/her absence including management support for all staff who report to him/her.
- Work closely with, but not provide direct management support for, the Area Leaders.

## **Governance and relationship with the Management Committee and other BOYCIC Directors**

- Work collaboratively with the Management Committee to enable them to fulfil their governance responsibilities.
- Report to the Management Committee on a regular basis and attend meetings, to provide timely, up to date and clear information of Brunswick's overall management,

## **Other operational responsibilities**

- In conjunction with the Director for People Development and Project Support and Volunteer Manager, develop an IT strategy and monitor its delivery.
- Identify and contribute to the development of new and existing policies and procedures and in collaboration with Director for People Development, take responsibility for ensuring policies and procedures are applied.
- In conjunction with the Director for People Development, ensure that overall levels of risk are acceptable and that Brunswick has effect risk management systems in place.
- To be aware of safeguarding both for our workers and for some volunteers. To provide contingency safeguarding responder cover.
- Promote an accessible environment for all, to the best of our resources.

## **External representation and relationships**

- Be a public spokesperson for Brunswick as required e.g. speaking to the media.
- In collaboration with the Director for People Development, to build connections and share best practice with other local and national projects for people with learning difficulties.
- Build connections and share best practice with other local regional and national organisations that address social enterprise.
- Positively and professionally represent Brunswick and build good working relationships with a range of external stakeholders, supporters and statutory bodies.

## **General responsibilities: (not colour coded)**

- To be flexible within the broad remit of the post and complete any other duties as may reasonably be required.
- To maintain and improve professional development through participation in training and development activities. Some training is mandatory.
- To use opportunities to change views and perceptions about impairment and disability, be they your own or those of others, including those of people with learning difficulties.

This job description details the core responsibilities, tasks and duties, person specification and responsibility for management of staff. Upon appointment, supplementary information will be provided in the form of a more detailed breakdown of the job description.

## Person specification

<b>Experience</b>	
Significant management and leadership experience at a senior level.	E
Relevant and demonstrable commercial experience.	E
Experience of managing a complex working environment across a range of functions, with the ability to meet deadlines and respond to unplanned demands.	E
Demonstrable financial management expertise including budgeting, risk management.	E
Experience of successful management of staff, delegating and monitoring the work of others to achieve operational goals.	E
<b>Knowledge and skills</b>	
Ability to develop strategic and business plans and experience of implementation.	E
Ability to set and direct an overall budget and individual function budgets within this.	E
A strong understanding of, or a willingness to commit to develop an understanding of, the Social Model of Disability, and to use this model in practice.	E
Ability to lead, motivate and engage others with the agreed direction for Brunswick	E
Excellent communication, inter-personal and networking skills.	E
Strong persuasion, negotiation and diplomacy skills	E
Ability to be assertive and able to interrupt inappropriate or problematic behaviours	E
Effective time management skills with analytical prioritising and decision making skills	E
Ability to keep clear and accurate records as needed	E
Strong IT skills including email, internet use, Excel and Word documents	E
Ability to identify solutions that are cost effective, practical and proportionate	E
Good knowledge and awareness of health and safety including risk assessment	E
A commitment to understanding and applying principles of equality and diversity	E
A thorough understanding of how to run and govern a charity and the work necessary to support the Board's effectiveness and legal responsibilities.	D
<b>Personal qualities</b>	
A highly respectful and positive attitude towards people with learning difficulties which combines leadership and working with people as equal colleagues.	E
A strong commitment to and understanding of Brunswick's values, ethos and work.	E
A capacity to be flexible and innovative in the changing circumstances of a medium-sized, highly participative, charity.	E
Able to have sensitive, tactful and at times, challenging conversations	E
Emotional intelligence, patience and resilience with an ability to defuse problems quickly.	E
To be highly self-aware and able to reflect on interactions with others, including a willingness to challenge and change your own assumptions and behaviours.	E
<b>Special criteria</b>	
Hours are mostly Monday-Friday but must have a flexible approach to work, with a willingness and ability to work evening and weekends as required. This includes the ability to attend evening Management Committee meetings (approximately 6-8 per year) and time to connect with staff who only work at the weekend in the shop and cafe.	E
This post is subject to a Disclosure and Barring Service (DBS) check.	E
A full driving licence and able to drive in the UK	D

