

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Title:** | Director |
| **Employer:** | Greater Village Regeneration Trust |
| **Responsible to:** | Board of Directors of GVRT Ltd |
| **Reporting to:** | The Chair of the Board of Directors |
| **Responsible for:** | The performance and management of the Greater Village Regeneration Trust and delivery of the Trust’s aims and objectives |
| **Salary:** **Based at:** | 42,000 per annum with 6% employers pension contributionGreater Village Regeneration Trust337 Donegall RoadBelfast, BT12 6FQ |
| **Start date:** | As soon as possible following appointment |

**OVERALL PURPOSE OF JOB**

The Director is responsible to the Board of Directors for delivering the overall strategic direction and performance of Greater Village Regeneration Trust, with responsibility for providing strong leadership in achieving the Trust’s vision, objectives and values. He/she will lead the organisation, promoting an enabling/empowering culture and effective performance management structure, ensuring continuing organisational development. The Director will ensure effective governance of the organisation, and build strong and productive working relationships with internal and external stakeholders.

**Key Responsibilities**

* To be accountable for the delivery of effective and efficient services across GVRT
* To ensure effective budgetary controls in GVRT and to be accountable for the efficient and effective deployment of human, financial and material resources across its three buildings
* To provide advice and guidance to the Board of Directors and to develop the strategic and policy framework for GVRT to deliver effective services and programmes
* To be responsible for the appointment and management of staff
* To be responsible for the instructions to the Accountants / Auditors
* To be responsible for ensuring that GVRT publishes its Annual Report, strategies, management plans and programmes in a timely manner
* To be responsible for effectively managing and monitoring GVRT’s performance
* To work with stakeholders on areas of mutual interest and develop and deliver effective partnership working
* To act as principal spokesperson for GVRT and represent its interest to the community, voluntary, public and private sectors

**Key Activities**

* Deliver aspects of the South West Belfast Neighbourhood Action Plan, of which GVRT is the Lead Contract Holder
* Develop new strategic plans and programmes
* Recruit, manage and develop staff by target setting and regular monitoring
* Identify suitable Board Director and staff training opportunities
* Provide the Board with advice on strategic and operational matters
* Provide the Board with regular updates on progress of new and emerging programmes and services
* Ensure the Board is provided with administrative support
* Maintain accurate financial records, provide regular income and expenditure reports for the Board and provide all information required by the accountants/auditors for the preparation of the Annual Accounts
* Ensure compliance with all legal requirements relating to the operation of GVRT
* Secure funding and develop new funding sources to allow GVRT to operate and deliver a programme of works
* Liaise with existing funders and ensure that requirements under funding packages are fully met
* Participate in and represent GVRT/Village area at meetings and events across Belfast
* Ensure that GVRT’s buildings are well-managed and that health & safety best practice is adhered to, including alarm systems and security
* Ensure the sustainability of GVRT’s existing social enterprises/community businesses, and work with officers on the development of new ones

**Personnel Specification**

1. Qualified to Degree level, in a relevant field such as Business & Financial Management, Business Administration, Urban Regeneration, City Planning.

**or**

1. At least 5 years senior organisational development and management experience, handling a minimum annual budget of £500,000.
2. **Demonstration of competency in the following key areas:**
	1. **Strategy development & implementation** – Significant experience of developing and implementing strategy within a service organisation in the public, private or voluntary sectors, demonstrating strategic and operational planning, performance management, including budget setting, ongoing performance monitoring and reporting.
	2. **People Management** – Evidence of delivering service outcomes through excellent people management skills - including management of a project led team, the ability to inspire and motivate others and develop a high performing management structure.
	3. **Governance** - Significant experience of working within sound governance structures and systems, demonstrating an understanding and commitment to the values of the voluntary sector.
	4. **Developing and managing partnerships** – Significant experience of multi-stakeholder interests, developing and managing effective partnerships to achieve specific outcomes for a complex, multi-faceted service or organisation in the public, private or voluntary sectors.
	5. **Communication** – Outstanding communication skills, demonstrating the ability to communicate with the Board, funders, media and all stakeholders, and the ability to speak publicly on behalf of the organisation / local community.
3. All candidates must have a full current driving licence and/or access to a form of transport which will enable the post holder to carry out all duties.

**Enhanced** **Short listing Criteria**

Greater Village Regeneration Trust will short-list only those candidates who appear, from the information provided, to meet the essential requirements of this post, and may in some circumstances rely on enhanced criteria for short-listing purposes.

Enhanced criteria, in the first instance, will be based on the required level of qualification being enhanced to include a professional/postgraduate qualification relevant to the function and/or membership of an appropriate professional body.

In the second instance the enhanced criteria will be based on 5 years senior organisational experience. So, for example, if a prohibitively high number of candidates meet the minimum short listing criteria, those who can demonstrate the enhanced criteria only will be shortlisted.

**Please Note:**

**IT IS ESSENTIAL THAT APPLICANTS FULLY DESCRIBE IN THE APPLICATION FORM HOW THEY MEET THE EXPERIENCE AND QUALITIES SOUGHT. IT IS NOT APPROPRIATE SIMPLY TO LIST THE VARIOUS POSTS THAT HAVE BEEN HELD. ASSUMPTIONS WILL NOT BE MADE FROM THE TITLE OF POSTING(S) AS TO THE SKILLS AND EXPERIENCE THAT MAY OR MAY NOT HAVE BEEN GAINED.**