



JOB TITLE: Project Manager
ACCOUNTABLE TO: The Committee of Trustees
SALARY FROM: £36,000 (for 4 day week)

OVERALL PURPOSE OF THE JOB

To ensure that the Woking Community Furniture Project is run efficiently and in accordance with the charity’s governing Memorandum and Articles. To be responsible for all aspects of the charity, including supervision of staff, volunteers, finance, administration, compliance with current legislation and WCFP policy.

PRINCIPAL RESPONSIBILITIES

- 1:** Managing the Woking Community Furniture Project, ensuring that the charity is run in accordance with the terms of its governing documents.
- 2:** Implementing the Trustees’ policies and instructions, as determined by the Trustees’ Meetings. Keeping Trustees informed through the Chairman, of developments within the charity.
- 3:** Advising and communicating to Trustees about current and future legislation and external matters affecting the running of the charity.
- 4:** Assist in raising the profile of WCFP in the community in line with Trustees’ policy on this matter.
- 5:** Ensuring the continued financial viability of the charity via efficient management of payroll and supervision of stock levels and pricing

KEY ACCOUNTABILITIES

Management of WCFP

- a) Supervisor & line Manager of Book-Keeper & Shop Manager
- b) Deal with all correspondence addressed to the Charity, working with the Chairman of the Trustees (or with other Trustee(s) as appropriate) to bring matters to a proper and timely conclusion.

- c) Oversee that the Book-keeper/Administrator establishes and maintains efficient computer and office filing systems with proper provision for Data Protection ie: databases, management forms and prepares and maintains records of all WCFP employees, including holidays, sickness and other absence.
- d) Supervision of the selection of volunteers by the Shop Manager.
- e) Represent WCFP at meetings and events, inform Trustees of agendas and consult them on any significant items requiring decisions. Circulating minutes of the meetings to Trustees if applicable.
- f) Maintain good relationships with local organisations e.g. Woking Borough Council, Citizens Advice Bureau, Probation Service, local charities etc

Income, Payments, Accounts and Audit

- a) Ensure that income is maximized through Sales, Gift Aid and Re-Use Credits from Surrey County Council
- b) Issue invoices and check invoices received and arrange payments.
- c) Check accounts and management accounts are up to date.
- d) Confirm annual accounts are being produced and arrange the auditing of accounts.
- e) Supervise control of cash flow
- f) Provide management information to the Trustees at their meetings.

Financial Plans & Performance

- a) Assist responsible Trustee in preparation of an annual budget for Trustees approval.
- b) Develop good working relationship with funding organizations.
- c) With Trustees approval, explore and develop new funding partners and prepare bids for further funding.
- d) Make recommendations to the Trustees on areas of potential income improvement or cost savings.



Trustees Meetings

Arrange venue of the meetings, attend the Meetings and carry out any instructions in a timely fashion.

Dealing with the Charity Commission

Maintain an efficient relationship with the Charity Commission, preparing information requested by them and responding to questionnaires and general queries.

Payment of Wages and Salaries

Supervise the payment and maintenance of records of salaries, taxes, NI contributions etc. and completion of annual returns.

Insurance Policies

Review insurance cover annually, consulting advisers as appropriate and recommend to Trustees changes which should be considered by them.

Health and Safety

Review and implement the Health and Safety Policy & review the Risk Assessment, oversight of PAT testing, plus any other statutory safety related documentation (ie: fire safety)

General

Undertake other tasks which may arise in the course of the Charity's business and which fall within the Memorandum and Articles of the charity.