



JOB DESCRIPTION

Job Title: Part Time Executive Officer (Business Manager)

Location: Stevenage, Hertfordshire at TRACKS autism, a specialist early years centre for children with an autistic spectrum condition.

Reports to: Chair of Development Committee

Salary: £32K. Pro rata £16K part time 18 hours per week.
[This is a fixed term contract for 1 year funded by the Cabinet Office and delivered by the Big Lottery Fund.]

Job Purpose:

In support of the Trustees and Principal you will play a key role in developing the sustainability of the organization by helping us plan and build a strong foundation for the next three years, build our capacity, strengthen our financial infra-structure and improve the monitoring of our impact. .

The person appointed will be dynamic, focused and able to deliver success.

The Trustees have an urgent need to develop the capacity of the organisation in a rapidly changing environment. The appointment of a part time Business Manager will free up the trustees, particularly the Executive Trustee following a successful Capital Appeal from the day to day management of the charity to enable them to work with you in preparing for the longer term needs of Tracks.

This project will help build our capacity; strengthen our infra structure and improve our fund raising potential; and put in place a toolkit to monitor our social impact which is so important to evidencing how effective we are in supporting families especially those in most need.

The post has a clear brief to support delivery of the outcomes of this important project in accordance with the terms of the Local Sustainability Fund grant offer dated 17th March 2016 issued by the Cabinet Office and delivered by the Big Lottery Fund.



TRACKS HOUSE,
Boulton Road, Stevenage, Herts SG1 4QX
T: 03001231913
M: 07955918248
Info@tracksautism.org.uk
www.tracks-autism.org.uk



Registered charity number: 1107257
Registered company number: 05156359
Ofsted Registration Number: EY485394



Your primary task will be to ensure that the potential of this grant is fully and properly utilised one year from receipt of the grant.

The grant has been made to enable Tracks to –

- Appoint a part time executive officer (business manager) and free up executive trustees from their day to day management of the charity to assist the delivery of the project
- Replace the current financial systems with a more established accounting package
- Train up staff and volunteers in using this.
- Recruit an advisor to review financial systems and offer mentoring advice for the ongoing development of the work
- With the skills and expertise of an advisor, implement an evaluation framework that will improve the monitoring of social impact.

The planned outcomes are to –

- Develop a robust financial system
- Improve the governance of Tracks,
- Develop an improved evaluation framework to better monitor and demonstrate social impact
- Skill up staff in becoming researchers in capturing and evaluating relevant information
- Improve Tracks administrative infrastructure.

Key Tasks

Work with the Trustees and Principal supported by their advisors to manage and coordinate the following -

1. Carry out a comprehensive business admin health check
2. Audit of existing management systems
3. Update Ofsted self evaluation form (SEF)
4. Update School Development Plan required by Ofsted
5. Introduction of new HR & H&S providers and their update of existing documentation
6. Introduction of new finance, payroll system and pension provision
7. Support Principal to start up National Autistic Society accreditation
8. Improve county wide networking with key organisations and individuals.



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9. Staff reviews and target setting
10. Staff training
11. Budget monitoring
12. Fund raising -
 - a. Support the Chair of the Friends of Tracks with its start-up phase
 - b. Develop a plan for continuous revenue / core funding
13. Social Impact - Autism progress assessment systems development (with Principal and University of Hertfordshire)
 - a. Create a simple evaluation framework with a small number of high quality indicators that demonstrate our impact on child progress
 - b. skill up our staff and volunteers data so that over time our staff become researchers of their own practice
 - c. comparative long term outcomes
 - d. Build a library of Case studies of outcomes



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PERSON SPECIFICATION – BUSINESS MANAGER

<u>Previous Experience</u>	<u>Desirable / Essential</u>
Business Development and Project management	Essential
Experience of and ability to plan, organise and manage multiple tasks and priorities	Essential
Experience at a senior level with excellent networking skills	Essential
Experience of working in the Charity sector at Trustee level or similar	Essential
A background within education/ social care (autism specific) at a managerial level would be highly beneficial	Desirable
<u>Special Knowledge and Requirements</u>	
The ability to think strategically and drive success in partnership with team	Essential
Ability to inspire and motivate and achieve deadlines	Essential
The ability to communicate confidently and effectively across the private, public and charitable sectors	Essential
Able to understand and control financial resources	Essential
Excellent interpersonal, communication and decision making skills	Essential
Have a strong knowledge of the requirements of the EYFS regulatory framework	Essential
Good knowledge of IT applications, particularly the use of Microsoft Word, e mail, the Internet, PowerPoint and Excel	Essential
Have an excellent attention to detail and good knowledge of the pre-school not for profit sector	Essential



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Ability to work flexibly with some evening or weekend work to meet the requirements of the role	Essential
<u>Additional Job Requirements</u>	
Hold a full current driving license and have access to a vehicle for the purpose of carrying out the duties of this post. Travelling will be key to the role for the purposes of point 8 of the key tasks in the job description.	Essential
Have a genuine passion for success	Desirable



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