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**6-month Fixed Term Contract – Part Time 3 days a week – Immediate Start**

**Remuneration: Flexible**

**Interim Accountable Officer**

We are seeking a capable and engaging leader with a close attention to detail to join us as an **Interim Accountable Officer –** the lead officer ofthe Stoke-on-Trent & District Gingerbread Centre Ltd (TGC).

You will be responsible for all aspects of the day-to-day operations of the Organisation; its management, its maintenance and its development. You will act on behalf of the Board of Management, implementing policies and procedures and ensuring the Organisation fulfils all its duties.

**Role Profile: Interim Accountable Officer**

**Role Purpose**

* Lead the operational effectiveness of the Gingerbread Centre, working in conjunction with the Board of Trustees and working closely with the TGC Management Team.
* Set and outline clear objectives and goals for the operational teams.
* Ensure all teams are equipped to focus and deliver on operational objectives and goals, and to regularly monitor.
* Governance – ensure all constitutional and legal requirements are met.
* Financial – ensure financial and organisational performance is optimised.

**Leadership of Staff**

* Provide leadership which motivates and inspires staff and volunteers.
* Agree team and individual objectives and work through regular one-to-one line management, discussions and appraisals.
* Ensure TGC has in place effective policies and procedures to manage HR, finance, information, communication, and other resources and that these meet relevant legislative requirements and agreed quality standards.
* Oversee the quality and health and safety (including risk management) of all activities carried out at TGC.
* Plan and monitor resources, events and staff ensuring TGC achieves an efficient and effective team and culture.
* Play a major role in the recruitment and selection of staff and ensure all new staff are fully inducted.

**Finance (in conjunction with Treasurer and Finance Manager)**

* Take overall responsibility for financial management and viability of the Gingerbread Centre, finalising budgets and forecasting for Board approval and monitor and explain financial performance.
* Maintain robust financial controls, risk management systems and sound administrative processes.
* Ensure open communication with the Board on financial and organisational performance against agreed strategic goals.

**Governance**

* Work with the Board to ensure high standards of governance and that the Board fulfils all constitutional and legal requirements.
* Provide appropriate and accurate management information and other guidance to the Board of Trustees which ensures they have a clear and accurate understanding of the health and performance of TGC and are able to take informed decisions.
* Regularly report back to the Board of Trustees and attend Quarterly Trustee meetings.
* Support the Chair in ensuring the continued engagement and development of all Trustees.
* Be responsible for inputting to and overseeing any contracts or agreements at TGC and liaising with the Board of Trustees with regards to any legal documents.
* Lead on Data Protection at TGC, ensuring the organisation is compliant with up-to-date legislation.

This job description cannot represent an exhaustive list of duties and may need to be amended in the light of experience, development or organisation and service changes.

The successful applicant will be appointed subject to satisfactory references and DBS check. The role is suitable for a secondment opportunity.

**Person Specification**

**Education / Qualifications:**

* Educated to degree level (or equivalent)

**Experience:**

* Experience of working at a senior level.
* A strong track record of leading, engaging and motivating teams through growth and change.
* Experience of financial risk appraisal and management.
* Experience of working with a Non-Executive Board.

**Skills and Abilities:**

* Strong attention to detail.
* Demonstrable success in developing and leading high performing teams.
* Strong skills in understanding and analysing financial and business-related information.
* Strong communication and interpersonal skills.
* An approach that is risk aware, not risk averse.
* Empathy with the organisation/sector and its current challenges.

**What we’re offering**

**Salary:** Negotiable

**Time commitment:** Part time (3 days per week). There will occasionally be some evening and weekend meetings/events.

**Base:** The Gingerbread Centre, Stoke-on-Trent.

**Annual leave:** 25 days plus bank holidays (pro rata).