



jigsaw
south east

Supporting children
through the loss of a loved one

JIGSAW (SOUTH EAST)

CHARITY DIRECTOR

JOB DESCRIPTION

Job Title: Charity Director

Location: East Court, East Grinstead RH19 3LT (Hybrid Working)

Hours: 10 per week

Terms: Jigsaw (South East) terms and conditions of service

Salary: £10,857 (Full time equivalent is 35 hours/£38,000)

Accountability: The Board of Trustees

Jigsaw (South East) is a local child bereavement charity, covering Surrey, Mid Sussex and surrounding areas. We offer advice and support services to children and young people in the lead up to and after the death of a loved one. Our vision is that children and young people will not be alone in their bereavement journey.

We are seeking an exceptional and inspirational leader, with charity experience, who is ready to accept the challenge of taking Jigsaw (South East) into its next stage of development, delivering a service to all children in our catchment area, ensuring we have dedicated, highly committed support workers who are able to meet the demand. You will be an expert at leading and developing an effective organisation.

You will have a track record of organisational leadership, developing strategy, building key strategic relationships, delivering strong communications, helping to build organisational capability, whilst generating significant financial growth and delivering measurable results.

Experienced and talented - in leading a staff team and volunteers who ensure delivery of our front-line services; in working with trustees to address the strategic priorities of quality, efficiency and sustainability; in managing all aspects of a busy and much needed charity.

Main purpose of the role

- Provide strategic direction by leading and further developing a quality service.
- To ensure income supports financial stability and growth of our services
- To measurably increase brand awareness of the service and develop it into an acknowledged Centre of Excellence for children experiencing or preparing for a bereavement.
- To ensure the charity fulfils its legal, statutory and regulatory responsibilities.

Principal Duties & Responsibilities

- Work on behalf, and with the Board of Trustees to develop a Strategic plan to ensure the ongoing sustainability, growth and success of Jigsaw (South East)
- Act as a strong figurehead for the charity; a positive ambassador with our current and potential funders.
- Lead the Senior Management team.
- To be a positive leader and role model for employees and volunteers.
- Promote the work of the charity to supporters, businesses and the community, representing the charity externally in raising awareness of the charity's work and develop income generation
- With the Trustees, manage the charity effectively, ensuring that its financial security is maintained and enhanced.
- To develop and manage relationships with patrons, trustees and ambassadors and to take the lead for the AGM.
- Work with Finance and Resources Manager to deliver against budget.

This is a hands-on role to really get involved in income generation and service opportunities.

Jigsaw (South East) works with children and young people and is committed to their safety and wellbeing. The successful applicant will be required to complete a satisfactory DBS check and comply with our Safeguarding policy and our Fundraising Code of Practice. The role will also be subject to satisfactory references.

Jigsaw (South East) is committed to promoting equality and diversity and a culture that actively values difference and recognises that a diverse workforce contributes to our aim of making our services inclusive and accessible to people from all sections of the community.