

## Shine21 Charity Manager

0.8FTE flexibility around hours is required and dependent upon the needs of the charity. Salary £28,000 per annum pro rata. To be reviewed annually.



### **About Shine21**

Shine21 is a registered charity based in North Yorkshire. We support families with a child aged 0-6 who has Down Syndrome. Our main aim is to empower the parents to help their little stars shine.

Shine21 has grown significantly since it was established in September 2020. The growth in families and support needed has resulted in us reviewing our structure, mission and future services we can provide. To help our future vision become a reality we are looking to appoint a Charity Manager to oversee and enhance all aspects of the charity and the support it offers.

### **Key areas of responsibility and tasks**

#### **Charity Management**

- Lead on the day to day management of the charity.
- Maintain an active role in the future planning and decision making of Shine21 in particular the strategic aims, development, and financial sustainability.
- Identify, implement and review mandatory policies.
- Process DBS clearance applications as required.
- Attend monthly Trustee meetings and produce an overview report detailing the current position of the charity for the board
- Oversee all sub sections of the charity including health, education, development support and fundraising.
- Actively promote Shine21 through Facebook posts.
- Maintain the Shine21 website ensuring it is up to date.
- Manage the Shine21 email inboxes, either responding or forwarding emails received.

#### **Volunteer Management**

- Liaising with the board of trustees to agree when new volunteers are needed and update the structure as required.
- Manage the Shine21 volunteers, ensuring they are inducted to the charity, understand their role and have the support, training and resources needed to complete their role.
- Recruit new volunteers where appropriate.

#### **Developmental Sessions**

- Plan the session groups, ensuring all children are allocated a group appropriate to their developmental level.

- Liaise with the therapists to keep up to date with the children's progress, resources the children would benefit from having at home and also any concerns which therapists may have.
- Support at the developmental groups as and when required.
- Carry out termly reviews with families and the therapists to review the progress and impact the therapy is having.
- Manage the booking process for the monthly feeding clinics, ensuring all children are offered an appointment prior to turning 6 months old and have regular reviews.
- Ordering of equipment and resources needed.
- Ensure appropriate facilities are booked for the sessions to safely take place in.
- Run Makaton Signing for Babies and Families courses with the younger children of the group and also externally.

#### Family Support

- Proactively seek local families who Shine21 could support.
- Provide initial contact with new families, welcoming them to the charity and discussing the support we can offer them. Issuing them with a welcome pack and useful literature and buddying them with an existing family where possible.
- Draft a support plan for each child identifying the developmental groups and other support identified for them.
- Keep in regular contact with all families and ensure the support they are receiving is suitable and tailored to their child's needs.
- Provide advice and support in areas such as DLA, EHCP's and other important decisions the family may face.
- Ensure consent forms are completed and revised where necessary.
- Manage the resources library, ensuring it is up to date with worthwhile resources and advertised to families.
- Guide and support families through the care pathway. Ensuring they are aware of what care and hospital support they should expect.

#### Health

- Form close links with local hospitals and professional services within North Yorkshire to ensure a proactive and collaborated approach is delivered to the families of Shine21.
- Produce relevant literature for hospitals to read and also for hospitals to issue to parents regarding Shine21.
- Ensure the appropriate pathways are available to the families in a parent friendly document which can clearly be followed and understood.

#### Education

- Carry out initial visits and communications with settings which the children of Shine21 attend. Liaise with them and the relevant therapists to agree a plan for the support Shine21 can offer the school to help them ensure the child thrives at the setting.
- Where appropriate attend and contribute to EHCP/MSP reviews.
- Support the child in the transition into and through a setting.

#### **Finances**

- Draft a budget for the forthcoming year and monitor expenditure against budget on a monthly basis.
- Itemise bank statements and forwarding to the treasurer.
- Review the financial position of the charity and report back to the Trustees.
- Source, apply, track grants and funding opportunities. Once a grant has been spent, complete the necessary evaluation and monitoring paperwork.

#### **Awareness**

- Actively promote the work of Shine21 and its mission and ethos.
- Raise awareness about Down Syndrome.
- Liaise and network with other charities and support groups including the National Down Syndrome Policy Group and the Down Syndrome Association.
- Keep up to date with changes which will effect Shine21 and the children.

#### **Requirements of the role**

- Applicants must be able to attend monthly Trustee meetings which are currently held in the evening of the first Sunday of the month.
- Successful post holder must complete the NSPCC Trustee Safeguarding training (funded by Shine21)
- All Shine21 management roles are subject to enhanced DBS disclosure and successful post holders will be required to disclose any relevant criminal history.

#### **Person specification Essential**

- Experience in setting up and day to day running of a small charity.
- Previous experience of working alongside a qualified Speech and Language Therapist to support at developmental sessions.
- Experience in liaising with external professionals/therapists to implement a collaborate method of working to best support the children.
- Experience in liaising with schools/nurseries
- Recent attendance of relevant training related to the development of young children who have DS dated in the past 12 months
- Experience of using forms of AAC such as Makaton

- Qualified trainer to deliver the Makaton Signing for Babies and Families course
- Experience of fundraising for the charity sector.
- Experience within HR in particular recruitment.
- Excellent communication skills (written and spoken) in both formal and informal situations.
- Friendly and approachable with an ability to build effective partnerships with adults to achieve the best outcomes for children with Down syndrome
- Experience of working both independently and within a team
- Excellent organisational skills with the ability to work under pressure.
- Accurate, methodical, and thorough approach to work
- Good time management skills and ability to prioritise
- Experience of writing grant applications and submitting evaluation data
- Willingness to learn and expand knowledge on Down Syndrome and the therapy and support available.
- Passionate about promoting positive awareness regarding Down Syndrome and the Shine21's mission and objectives.
- Ability to challenge, interrogate data and provide support to the management team
- Proactive working with the ability to use own initiative
- Passionate about expanding Shine21 and the support and services which it offers.
- Ability to work in accordance with Shine21 policy documents.
- Access to your own PC.
- Have use of own vehicle to travel to settings across North Yorkshire.

**To apply please email a up to date CV and a letter of interest to Julie Storey [julie.shann53@gmail.com](mailto:julie.shann53@gmail.com) by 5pm on Friday 20<sup>th</sup> May 2022.**