



Role Specification: Alliance Director

Overview

SCA is a voluntary organisation, and a company limited by guarantee. We are currently applying for charitable status. Our allies comprise about 60 organisations and groups from the four local authority areas of the South Yorkshire sub region. Our allies are all independent groups and organisations which share a common purpose in our vision and mission.

southyorkshireclimatealliance.org.uk

Our central organisation is small, with a governing Board of Directors and a small staff team currently covering communication and administrative roles. However, our 5 year strategic plan is ambitious and our scope is wide. We aim, together, to make a major contribution to developing the climate action movement in South Yorkshire and beyond: by lobbying policy and decision makers, reaching out to the public, communities, and businesses, and developing and supporting the Alliance.

We are currently mostly funded by the National Lottery, and work is in progress to diversify our income streams to support the strategic plan. Since the Covid pandemic, we have not had a permanent office base, but the newly-formed staff team – managed by the Alliance Director – will work for 2 days a week in a central Sheffield office, and work from home for the rest of their hours.

This is an exciting new post for SCA, and the successful candidate will be working very closely with the Board of Directors/future Trustees.

Details

35 hours per week. Salary is £35,000 per annum. Generous leave entitlement.

See Application Form for details of how to apply.



Overall role purpose

The Alliance Director is responsible for:

- Providing the overall leadership and operational management of SCA, ensuring effective governance and compliance with all legal requirements.
- Working with the Board of Directors to develop SCA's strategic plans, and devise and implement yearly operational plans.
- Ensuring that robust structures and systems are developed to deliver strategic priorities.
- Ensuring that SCA generates adequate funds to fulfil its strategic and operational plans, and that projects and activities run within budget.
- Maintaining an effective, efficient, dedicated, committed, valued, and happy staff team.
- Working with the Board of Directors to develop and maintain SCA's values, culture and reputation.

Role description

Main responsibilities

Leading the organisation

- Work with the Board, staff team and key volunteers, to ensure there is an agreed long-term strategy in place which guides the organisation in meeting its objectives, and that income received is used to allow for the growth and the success of SCA.
- Deliver the agreed SCA strategic plan and yearly operational plans.
- Provide clear and inspirational leadership to the SCA staff team.
- Provide support to SCA volunteer groups.
- Work closely with Board Directors and staff, building positive working relationships in a constructive and consultative environment.

Organisational Development

- Develop the work of the organisation through maintaining and increasing constructive and high-value alliances and partnerships in accordance with SCA's aims and strategic plan.
- Influence stakeholders positively and ensure that the organisation and its mission, projects and activities, are consistently presented in a strong, positive image.

Finance and Fundraising

- Be responsible for the overall financial health of the organisation, ensuring that appropriate budgets and cashflow forecasts are prepared, approved, monitored and controlled and that funds are held according to funders' specifications and company/charity law.



- Be responsible for ensuring that enough money is coming in to meet the organisation's needs and that the Board are fully aware of any shortfalls.
- Ensure the development of the funding strategy and write, or assist with writing, funding bids when required.
- Continue to grow and diversify our funding opportunities in line with the fundraising strategy.

Organisational Management

- Line manage members of the staff team and supervise freelancers.
- Ensure effective use of a performance support system, including professional learning and development.
- Ensure the organisation has appropriate policies and procedures in place, including for safeguarding, diversity and inclusion, data protection and HR matters, and that it complies with all relevant legislation.
- Monitor quality assurance and review the overall performance of the organisation through regular assessment and evaluation systems.
- Maintain appropriate and effective HR systems which ensure that there is sound recruitment and management throughout SCA, with good staff development and training programmes to ensure continuous professional development.

Governance

- Ensure that SCA meets its constitutional and legal responsibilities and that it has the necessary resources (human, material, financial) to meet its obligations and to operate effectively.
- Work with the SCA Board Treasurer to ensure that regular reports are presented to the Board on the organisation's finances, and its progress in meeting its targets, plans and responsibilities.

Culture and Values

- Ensure that there is commitment to SCA's values across the organisation.
- Develop an organisation that consistently listens and seeks ways to learn and to improve its performance.
- Work closely with Board Directors and staff, building positive working relationships in a constructive and consultative environment.
- Embed diversity and equality of opportunity in all SCA's work and practices.
- Build a staff culture where everyone is valued and equipped to do their job.
- Develop and maintain an environment that attracts and retains the best staff and volunteers.

VS 27.5.22

