

# South Yorkshire Climate Alliance – Interim General Manager (0.4 FTE)

## Fixed term contract for 6 months

### OVERVIEW

<b>Job Title</b>	General Manager
<b>Anticipated start date</b>	9 October 2023
<b>Duration</b>	Fixed term contract for 6 months from the start date
<b>Salary</b>	£28 - 30k per annum (0.4 pro rata), depending on experience
<b>Working arrangement and place of work</b>	You will report to the SYCA Chair (Geoff Cox) on day-to-day matters, and to the SYCA Board as required. Hours and days can be negotiated, but overlapping times with other staff members will be required. Some evening work flexibility may also be required. You will be expected to work from home.
<b>Holidays/sickness</b>	Pro rata 21 days, plus Bank Holidays

### INTRODUCTION

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

[southyorkshireclimatealliance.org.uk](https://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 aims are ambitious and, together with our allies and supporters, we aspire to make a major contribution to developing the climate action movement in South Yorkshire. We lobby policy and decision makers, reach out to communities and stimulate informed public debate.

Until recently we have been funded by the National Lottery, and we now need to find new forms of financial support. The interim nature of this post reflects this. We can fund the post for 6 months from our current reserves.

### JOB DESCRIPTION

We wish to appoint a part time General Manager. The main duties are:

#### Organisational Management

- To line manage members of the staff team and supervise freelancers (currently one part time Communications Officer, and one part-time Communications Assistant on a fixed term contract to the end of October 2023)
- Work with the Board to ensure the organisation has appropriate policies and procedures in place and that it complies with relevant legislation
- Working with the Board to devise and implement work plans
- Attending, or reporting to, Board meetings (currently held monthly)
- Organising meetings and events

#### Budget and finance

- Keep the books up to date and maintain financial records
- Work with the Treasurer to ensure invoices are issued in a timely manner

- Work with the bank signatories to ensure invoices are paid on time and remittance advice sent out in line with SYCA financial procedures
- Monitor and report on the budget to the Treasurer and/or Board of Directors and funders, as required,
- Be the main point of contact for our Accountants

### **Funding**

- Write, or assist with preparing, funding bids when required

### **Administration**

- Maintain oversight of SYCA's newsletter, websites and social media presence
- Work with the Communications Officer to manage SYCA's email accounts
- Other occasional tasks commensurate with the role

## **PERSON SPECIFICATION**

We are looking for someone who has:

- Good organisational skills, and an ability to assimilate new working arrangements quickly (essential)
- Line management experience (essential)
- Experience of working in a very small staff team, and with a willingness to cover for colleagues where necessary (essential)
- Some awareness of, and concern for, the climate and biodiversity crises we face (essential)
- Experience of working in a predominantly voluntary organisation, and who is familiar with managing relationships with volunteers (desirable)
- Experience of preparing funding bids (desirable)

## **HOW TO APPLY**

To apply for the role:

- Please prepare a maximum two page statement outlining your reasons for applying, relevant experience for this role, contact details and one person or body that can provide an appropriate reference
- Send your application electronically to [geoffcox1@outlook.com](mailto:geoffcox1@outlook.com) before the deadline of noon on Monday 2 October.
- Please ensure you reflect in your statement the person specification and provide examples where you can
- Please state when you would be available to start
- Please state in your email whether you have any additional needs and where we may need to provide reasonable adjustments for you to do this job

## **APPOINTMENT PROCESS**

A panel of SYCA Directors will shortlist and then interview applicants. Interviews will be held 4<sup>th</sup> October. Feedback will only be given to candidates who reach interview stage.