

**LEICESTER RAPE CRISIS LTD**  
**MANAGER JOB DESCRIPTION**

<b>Pay</b>	£30,000
<b>Hours of work</b>	20 hours
<b>Leave</b>	25 days per annum including bank holidays
<b>Accountability</b>	Chair and Board of Trustees
<b>Relationships</b>	Manages relationships with external stakeholders, including partner agencies and commissioners. Provides line management to the Operations Manager

**Job scope and purpose**

The Strategy Manager will take the overall responsibility and strategic lead for the agency. The emphasis of this role is on the development and expansion of Leicester Rape Crisis' services, rather than the day-to-day operational work. To that end she will build strong relationships with external partners and commissioners and work independently and in consortia to ensure that tendering and funding opportunities are maximised. The Manager will be proactive in identifying opportunities to secure funding and develop the organisation in viable and innovative ways, and will take a lead role in responding to tenders and writing grant applications. The Manager will be the key public face of Leicester Rape Crisis and will be instrumental in raising the profile of the agency, marketing its strengths and nurturing external relationships and partnerships.

In conjunction with the Trustees, the Manager will ensure that budgets are set and managed and that the business plan remains up-to-date. The Manager will ensure that the Rape Crisis England and Wales (RCEW) national service standards are properly implemented and monitored.

The Manager will ensure that human resources are properly managed and will develop and review the appropriate policies and procedures to ensure the efficient running of the organisation, and to comply with legal and regulatory frameworks and stakeholder requirements.

The Manager will line manage the Operations Manager who takes responsibility for the day-to-day operations of Leicester Rape Crisis, including the supervision of staff and volunteers and the processing and allocation of client referrals.

**Main duties**

Attend meetings with external stakeholders including partner agencies and funders.

Strengthen relationships and communications between Leicester Rape Crisis and our national umbrella organisation, Rape Crisis England and Wales (RCEW).

Attend and contribute to consultation and strategic events locally and nationally to raise the profile of Leicester Rape Crisis and to advocate for the importance of, and effective resourcing of, specialist sexual violence services.

Represent the voices of women and girls affected by rape and sexual assault.

Generate new income streams in response to emerging issues and service gaps.

Take a lead role in coordinating individual and consortia responses to emerging funding developments, to include steering and/or participating in meetings with stakeholders, writing funding applications and attending interviews.

Maintain, update and expand upon the existing business plan.

Prepare annual budgets, liaise with the Treasurer to ensure expenditure is under control and update budgets to reflect changes to income streams.

Work with the Operations Manager to ensure accurate and timely monitoring and evaluation reports.

Oversee, with support from the Operations Manager, the implementation of the RCEW national service standards.

Be responsible for, monitor and review the implementation of policy and procedures, such as those related to health and safety, equal opportunities, data protection and safeguarding, ensuring that appropriate policies and procedures are developed or updated in response to internal or external drivers.

Ensure that staff are engaged and consulted regarding any service and policy development, and trustee decisions.

Work with the Service Coordinator to ensure all aspects of HR management are robust and correctly implemented, including record-keeping, appraisals and disciplinary procedures.

Take a lead role in the recruitment of paid staff, assisted by the Service Coordinator.

Manage the public face of Leicester Rape Crisis, including media relations, website, social media, printed promotional materials and awareness campaigns.

Contribute to external and internal training programmes.

Submit reports to the trustees as required and attend meetings with the board of trustees.

To take part in training and other professional development activities.

Any other duties commensurate to this post.

## MANAGER PERSON SPECIFICATION

Criteria	Desirable	Essential	Measure
<b>Qualifications and experience:</b>			
Educated to A level/equivalent or above or substantial experience in a similar role		✓	Application
Minimum of 5 years' experience of project and staff management.		✓	Application
Experience of working in the voluntary sector as a volunteer trustee or employee		✓	Application
Experience of managing budgets		✓	Application interview
Experience of strategic management and business planning		✓	Application Interview
Experience of income generation, funding bids and tendering		✓	Application Interview
Experience of working with statutory and voluntary agencies	✓		Application Interview
<b>Knowledge and understanding</b>			
Demonstrates an understanding of the politics, dynamics and challenges for the women's sector	✓		Interview
Demonstrates a passion for the interests of our clients		✓	Application Interview
Awareness of the challenges faced for the small sector in working with commissioners and contracts		✓	Interview
Demonstrates an understanding of, and commitment to equality and diversity issues for staff and clients		✓	Interview
Demonstrates an understanding and knowledge of up to date HR policies and procedures		✓	Application Interview
<b>Skills</b>			
Strong leadership skills		✓	Interview
Demonstrates initiative and problem-solving capabilities		✓	Interview
Computer literate in Microsoft Word, PowerPoint, Excel and able to adapt to new software and IT systems		✓	Application
Communication skills, promoting the agency's work in the media and other audiences such as business and funders	✓		Application Interview

<b>Criteria</b>	<b>Desirable</b>	<b>Essential</b>	<b>Measure</b>
Financial literacy in generating financial budgets and proposals		<b>v</b>	Application Interview
Strategic planning and income generation		<b>v</b>	Application Interview
<b>Abilities</b>			
Able to communicate at different levels		<b>v</b>	Interview
Able to negotiate in a diplomatic and assertive way		<b>v</b>	Interview
Able to analyse data and write succinct reports to a variety of audiences		<b>v</b>	Application Interview
Full driving licence and access to a car		<b>v</b>	Application
Must be willing to travel for meetings within Leicester, Leicestershire and Rutland;		<b>v</b>	<b>Application</b>
Must be willing to work flexibly to fulfil evening and weekend commitments when necessary		<b>v</b>	<b>Application</b>