



BRIGHTON NATURAL HEALTH CENTRE CHARITY

Director application pack

Dear applicant

Thank you for your interest in the role of Director at the Brighton Natural Health Centre.

BNHC is a long-established charity working in the area of community health, providing classes to support personal health and wellbeing, including yoga, dance, pilates, meditation, tai chi, movement for health and more, along with talks and workshops. The charity occupies premises in central Brighton with two excellent spaces for classes and has access to other spaces in the local area where required.

Our regular class fees fund our operational costs and contribute to the running of our community outreach programme, alongside some modest external funding. Our current programme includes low-cost community classes and free classes for more marginalised people in our community including female refugees, migrants and asylum seekers, and free trauma-informed yoga classes for women in Brighton and Hove.

BNHC was founded in 1981 by wholefood cooperative Infinity Foods to further its educational aims and it was separately registered as a charity in 1984. Two of Infinity's founder members still serve on the BNHC's board of trustees and the charity rents its premises from the adjacent co-operative.

This year marks the charity's 40th birthday and we are looking for a dynamic professional to drive the charity forwards as we recover from the restrictions and impact of the Covid pandemic. As well as continuing to provide income-generating classes and events alongside its current outreach projects, the charity is looking to develop more significant externally-funded projects to further its charitable aims in the local community, and realise its ambitions of becoming the most inclusive and accessible community resource possible.

The ideal candidate will be a strategic thinker with proven operations, finance and business development expertise, and with hands-on experience of running and developing a smaller enterprise, ideally within the charity sector. They will need to be passionately committed to the delivery of personal, community and planetary health.

They should demonstrate excellent leadership skills, vision and drive, and have confident people management skills, along with proven experience of developing projects and instigating partnerships with both large and small organisations.

They will be responsible to the trustees for overseeing all aspects of the charity's activities, and for leading, developing and supporting a professional team of staff, volunteers and community of freelance teachers. Working with the trustees, they will be responsible for developing and implementing a new

business plan, to lay the groundwork for a sustainable future and to deliver the charity's vision and objectives.

They will be comfortable being hands-on to get things done when needed, and flexible in their approach to achieve results. They will also possess a strong people-focus and a passion for maintaining organisational wellbeing, along with excellent communication skills at all levels.

The successful candidate will join at an exciting time in our development and will be instrumental in shaping the future plans and success of the organisation. The Director will report directly to the board of trustees, and will be responsible for representing the charity to external audiences.

We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. We are committed to promoting diversity and inclusiveness in all our work and would be looking for the same commitment from the successful candidate. Please be aware, however, that our centre is not a fully accessible space. If you have any questions about accessibility at BNHC, or you need reasonable adjustments of any kind in relation to the job application process, please let us know.

The job description and qualifications/experience required, and how to apply, are contained within this pack. If you would like any further information, or to discuss the role before applying, please contact us on chair@brightonnaturalhealthcentre.org.uk to arrange a call.

The closing date for applications is 5pm, Friday 30th April 2021.

We look forward to hearing from you!

With best wishes,

Peter Deadman and Rowena Price, Co-Chairs, Board of Trustees

JOB DESCRIPTION

Overview

- Part-time, 30 hours per week, flexible working considered
- £32,000 per annum
- Six month contract initially - we intend this to lead to a permanent role subject to successful review
- Reporting to the Board of Trustees
- Line management responsibilities: Centre Manager and Community Coordinator
- Oversight of outsourced accountancy, bookkeeping and marketing functions

Main duties of the role

- Following the vision set by the Trustees, lead the development and implementation of a strategic business plan, based on sound operational practices and processes.
- Drive the practical evolution of its business model and charitable activities, and lay the groundwork for a sustainable future for BNHC more clearly devoted to community health and wellbeing.
- Lead the production of effective financial systems in order to produce regular trusted and accurate budget monitoring and forecasting, and other financial data reports to enable effective decision-making.
- Lead, develop and support a professional team of staff, volunteers and contracted teachers to deliver efficient operational functions, to create a rewarding working environment.
- Develop positive and effective relationships with the charity's stakeholders.
- Further develop and enhance BNHC's reputation as a centre of excellence.
- Provide support, guidance and accurate financial information to the trustees on a broad range of issues, to enable effective decision-making.

Strategic leadership

- In line with the trustees' vision, lead the development of the organisation's overall strategy and deliver the goals and targets set out in the business plan.
- Review the commercial potential of the organisation and work with the staff and trustees to identify sustainable income generation from existing and future service provision.

- Work with the team to lead the development of community projects and creation of a fundraising plan.
- Oversee and support internal and external fundraising activities including bids, grants, corporate involvement and sponsors.
- Lead the efficient and effective delivery of all aspects of finance including financial strategy planning, monitoring, management and reporting.
- Lead the delivery of support functions including marketing, HR, facilities management and health and safety.
- Ensure that effective systems and policies are in place to enable staff, volunteers and partners to deliver their roles efficiently.
- Lead the year-end and external verification of the annual statutory accounts, as well as all government/charity returns and all legal requirements.
- Lead and work on strategic projects as required.

Operations

- Oversee and monitor the delivery, performance and effectiveness of the organisation's operations.
- Design and implement business strategies, plans and procedures to support implementation of the business plan through internal support and external providers.
- Oversee the development and implementation of robust people management practices and policies ensuring compliance with employment law and good practice in employment.
- Manage, support and motivate the team to drive performance.
- Establish policies that promote the charity's culture and vision. Ensure commitment to the organisation's goals and values and compliance with all BNHC policies.
- Procure and ensure the effective performance of any internal or outsourced contracts such as for the provision of marketing, HR, IT support, health and safety etc.
- Carry out other duties as necessary to meet the needs of the organisation.

Financial management

- Develop and implement the organisation's financial strategy and financial policies in line with best practice and the organisation's overall strategy.
- Drive a strong financial control environment and ensure all internal and external reporting recommendations are promptly actioned.
- Oversee the preparation of the annual budget, monthly management accounts and annual financial accounts.

- Ensure sound management of all aspects of charity finance including budgeting, monitoring performance against budgets and financial reporting.
- Ensure the financial workflows, processes and IT systems are robust and fit for purpose.
- Take overall responsibility for the prompt payment of teachers, partners and service providers.
- Manage financial reserves in line with the reserves policy.
- Ensure that payroll is correctly administered, paid on time and compliant with PAYE and pension requirements.
- Keep abreast of financial developments across the sector by liaising with staff in other organisations and other professional colleagues.

Compliance and governance

- Ensure robust and appropriate governance, systems and processes are in place and adhered to, ensuring compliance with statutory obligations.
- Oversee preparation and completion of statutory returns and compliance information, including to the Charity Commission, Inland Revenue and Companies House.
- Oversee both internal monitoring processes and the external auditing process.
- Maintain a risk register for the organisation.

PERSON SPECIFICATION

Experience

- Hands-on experience of managing and developing a smaller enterprise as a service provider, ideally within the charity sector.
- Proven experience of developing a business plan from scratch and successfully implementing such a plan through effective operations, strong communications and targeted marketing.
- Substantial experience of taking personal responsibility for developing and delivering successful projects including carrying out/overseeing financial analysis/modelling.
- Demonstrable experience of working at a senior level with finances and of budgeting, monthly reporting and closedown, and providing clear and appropriate financial information and advice directly to finance and non-finance personnel at all levels.
- Demonstrable experience and knowledge of applying and ensuring compliance with accounting standards and other legal/governance requirements.

- Significant experience of managing and developing individuals and teams.
- Track record in successfully delivering a customer-focused service.
- Demonstrable experience of effectively building partnerships and working cooperatively with a broad range of internal and external stakeholders and groups.

Knowledge, skills and abilities

- Proven operations, finance and business development expertise.
- Ability to think and implement strategically using a flexible approach to achieve results.
- Pragmatic and analytical approach to problem solving.
- Proven ability to design and implement systems and procedures with appropriate internal controls.
- Expert knowledge of financial modelling and reporting techniques and principles, including using MS Excel, and the ability to design, develop and implement such models.
- Expert knowledge of accounting controls, procedures and methodologies.
- Demonstrable strong interpersonal skills and a passion for maintaining organisational wellbeing, leading to effective management of staff.
- Excellent communication skills, with the ability to effectively deliver presentations in the format appropriate to a wide range of audiences, and communicate effectively at the highest level.
- Understanding and knowledge of marketing and in particular, digital marketing and social media.
- Demonstrable commitment to equality of opportunity and inclusive strategies in both employment and service delivery.
- Strong IT/computer literacy skills.

It is desirable that the applicant has

- A passionate commitment to the delivery of personal, community and planetary health.
- Understanding and experience of the health and wellbeing sector.
- Practical experience of working within the charity/cultural sector.
- Formal qualifications to support the skills and abilities mentioned in the section above, along with evidence of Continuous Personal Development.
- Experience of working with Xero.
- Experience with fundraising and grant applications.

HOW TO APPLY

Please send a covering letter detailing how you meet the requirements of the job description and person specification, along with your CV, to:

Peter Deadman and Rowena Price

Co-Chairs, Board of Trustees

chair@brightonnaturalhealthcentre.org.uk

Closing date: 5pm, Friday 30th April 2021

Please also fill in this anonymous online [Equal Opportunities Monitoring Form](#) and confirm you have done so in your application email.

If you would like any further information, or to discuss the role before applying, please contact us on chair@brightonnaturalhealthcentre.org.uk to arrange a call.

The Brighton Centre for Natural Health Ltd

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