



## Job Description

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**Role:** Director

**Responsible to:** Chair of Trustees

**Location:** Sydenham Garden Resource Centre (SE23 2LW) and working from home

**Hours:** Full time 37.5 hours per week

**Salary:** £40,000 pa plus 6% pension contribution

**Holiday:** Annual Leave Entitlement is 25 days plus bank holidays

This role requires an enhanced Disclosure and Barring Service check (DBS)

## Our Organisation

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Sydenham Garden, based in Lewisham in South East London, is a unique wellbeing centre utilising its gardens, nature reserve and activity rooms to help people in their recovery from mental and physical ill-health. We provide nature and arts based creative, social and therapeutic activities for co-workers (the name we give to our primary beneficiaries). People are referred to us from community organisations and health professionals and we use an integrative approach where those with different degrees of mental and physical ill health come together with volunteers from the local community to reduce social exclusion and prejudice. Each year we work with on average 250-300 co-workers and over 60 volunteers.

Currently co-workers can take part in one of four main projects: Garden Project, Art and Craft Project, Sow and Grow Dementia Project, and Growing Lives Project, each with a different theme and emphasis. We also run supplementary activities including community lunches, a walking group, singing and movement sessions, and regular clubs. Since 2012, in line with increasing local need and demand for our services, we have grown from two projects on one site to four core projects over two sites and from two to 15 members of staff. Since March 2020 we have also developed a new strand of online group delivery and regularly explore partnerships and collaborations with other community organisations.

## Job Purpose

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- To lead and manage the day-to-day running of Sydenham Garden for the benefit of our co-workers.
- To design and to deliver the strategic plan for the organisation in line with agreed parameters set by the board of trustees and to funders.

- To ensure all governance arrangements are in place to monitor the work of the organisation and to report to the Board of Trustees and to funders.
- To ensure financial plans and processes are in place to deliver the agreed services, including fundraising and developing contracted services as necessary.

## **Key Responsibilities**

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### **Management and Leadership**

- Provide day-to-day leadership within Sydenham Garden to ensure the mission, vision, values and strategic plan are delivered in an appropriate way for co-workers.
- Advise the Board of Trustees on the appropriate staffing requirements of the organisation and on HR matters including those relating to discipline and grievances.
- Ensure that all staff and volunteers receive appropriate levels of induction, supervision, support and training to carry out their roles and develop their skills.
- Provide direct line management of staff and volunteers where required and appropriate.
- Work with the Chair to enable the Board of Trustees to fulfil its governance role effectively and to carry out its legal obligations as a charity and employer of staff.

### **Governance**

- Maintain, and where necessary develop, the policies and practices necessary to ensure that Sydenham Garden is managed to the highest possible standard.
- Ensure that appropriate monitoring and evaluation systems are in place so that benefits and impact of the services and strategic plan performance are monitored and issues are identified and addressed on a timely basis.
- Prepare papers and recommendations for the Board of Trustees that enable them to understand progress made towards the strategic plan, make decisions and understand issues and opportunities within and outside the organisation.

### **Strategic planning**

- Lead on the development of the vision of Sydenham Garden and its embodiment in the strategic plan, both short term and longer term, their implementation and periodic adjustment.
- Preparation of rolling annual plans.
- Ensure that services and activities are responsive to users' needs and are provided and developed in ways that meet legal, statutory and best practice requirements, including obligations to funders and partners and health and safety requirements.

## **Financial planning and fundraising**

- Ensure the funding requirements of Sydenham Garden are met, by identifying and securing new sources of income, overseeing the preparation of funding applications, proposals and appeals to charitable trusts, statutory organisations, individual supporters, businesses and other donors.
- Build and maintain effective working relationships with funders and partners, including ensuring that all funding conditions are met and monitoring returns are submitted as required.
- Develop social enterprise activity that complements our existing work and explores new sources of income.
- Manage the financial and other resources necessary to run the organisation and its services, including authorizing expenditures and payments in accordance with approved policies.
- With support from the finance officer and staff, lead on the preparation of the rolling annual budget and manage the financial reporting and monitoring systems in accordance with agreed procedures.
- Oversee the preparation of the annual report and its presentation to the annual general meeting,
- Oversee the management of the premises and equipment, and ensure that they are safe and adequate for the organisation's needs.

## **Public relations**

- Lead on the promotion of the organisation, including overseeing the production of the newsletter, leaflets, website and other publicity.
- Ensure appropriate induction and periodic training to co-workers, volunteers and staff, as well as arranging periodic community events.
- Represent the organisation as required and promote the interest of Sydenham Garden, its services and its users.

## **General duties**

- Work within the policies and procedures at Sydenham Garden and in a way that meets legal, statutory and best practice requirements.
- Enhance the skills and services delivery capability of the organisation, including through appropriate personal development and training.
- Participate in and suggest appropriate personal development and training.
- Maintain accurate manual and computerised records and information.
- Work flexibly, including occasional evenings and weekends.
- Undertake any other duties as reasonably required.

## Equalities

Sydenham Garden is committed to equality of opportunity. All staff must support this and wherever possible contribute to the development of this aim.

This is a description of the job as it is presently constituted. It is the practice of Sydenham Garden to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

## Person Specification

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- An excellent strategic thinker with experience of strategic development
- Proven experience of leading and managing change.
- Experience of working at a senior level in a mental health charity or comparable organisation.
- Good communication skills and the ability to build relationships with colleagues at all levels in an organisation and with external contacts and partners.
- A collaborative and collegiate leader and manager, with the ability to develop the skills and capabilities of colleagues.
- A proven commitment to equal opportunities and equity
- Experience of increasing organisational diversity, particularly racial diversity.
- Experience of line managing staff, including through appraisal systems.
- Proven ability to produce reports for diverse audiences e.g. funders, partners, board members.
- Proven ability to manage fundraising processes and to manage and produce fundraising applications.
- Experience of financial management and planning, including managing budgets.
- Experience of working with volunteers and co-workers (service users).
- Experience and expertise in managing multiple projects.

## To Apply

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Please email your completed application and diversity form to:

[jobs@sydenhamgarden.org.uk](mailto:jobs@sydenhamgarden.org.uk) by 9am Monday 5<sup>th</sup> July 2021.

In the interests of fairness and equal opportunities, applications arriving after this deadline will not be considered.