

JOB DESCRIPTION

Job Title	Business Manager
Reports to:	Board Mentor (Dr Colin Shedden)
Working with:	The other members of the Senior Management Team
Line Management of:	<ul style="list-style-type: none"> • Finance and Membership Officer • Events and Business Support Coordinator
Purpose:	To manage the Trust's business and governance affairs.
Hours	0.4 FTE
Job Summary	<ul style="list-style-type: none"> • To provide day-to-day management of the Trust's business operations and, by doing so, ensure the Board of Trustees of The Heather Trust can fulfil their governance, fundraising, financial management and strategic planning functions. • To work effectively with the other members of the Senior Management Team on new business, fundraising and communications initiatives. • To provide effective line management. • To ensure that the Trust's operational infrastructure and business practices are fit for purpose, including that of its online presence.
Tasks	<p><i>Strategic and operational plans</i></p> <ul style="list-style-type: none"> • Working with the Chair, put in place the arrangements to enable the Board to develop their Strategic Plan for the Trust. • Monitor delivery and evaluate success. • With the Strategic Plan as a basis, work with Board and staff to develop subsidiary plans such as a Funding Plan, Annual Operating Plan, and Annual Budgets
	<p><i>Membership and Fundraising</i></p> <ul style="list-style-type: none"> • With other members of SMT, explore options for raising funds to enable the Trust to meet its objectives and, as required, take these forwards. • Ensure arrangements are put in place so that the Trust's annual Country Market and Sporting Sale and other donor appeals go ahead each year. • Ensure membership subscriptions are billed and gathered. • Ensure other income is billed and gathered.
	<p><i>Financial Management and Administration</i></p> <ul style="list-style-type: none"> • Manage the Trust's bank accounts and income fund, making payments as required • Instruct the raising of invoices for funds due to the Trust • Ensure funder reports are provided as required • Ensure proper financial records are kept • Ensure that annual accounts are produced by liaising with the Trust's Independent Examiner.

	<ul style="list-style-type: none"> • Ensure the Trust reports annually as required to regulatory bodies (OSCR return) • Ensure the Trust has adequate IT and other administrative systems in place to enable the smooth running of its operations and appropriate record keeping. • Develop and maintain governance and management policies and procedures.
	<p><i>Board Administration</i></p> <ul style="list-style-type: none"> • Lead the Trust's standing committee on Audit and Risk. • Produce reports for Board on the areas within the post's responsibility, e.g., financial reports and fundraising updates. • Oversee the arrangements for the Trust's AGM each year.
	<p><i>Communications (working with the SMT)</i></p> <ul style="list-style-type: none"> • Ensure the Trust produces an annual report and review. • Oversee the production of e-newsletters and occasional press releases. • Ensure the Trust has a presence online and on social media.
	<p><i>Management of staff and contractors</i></p> <ul style="list-style-type: none"> • Provide direction and management support to the staff and contractors that the post is responsible for. • Ensure all employment and/or contractor records are maintained. • Provide support for the recruitment of new staff and contractors as required, including advising Board and SMT on employment law and policy requirements.
	<p><i>Infrastructure</i></p> <ul style="list-style-type: none"> • Manage the arrangements for the Trust's physical office space in Dumfries and negotiate any new contractual arrangements for office space. • Oversee working from home arrangements for all staff, advising Board on any legal requirements in this regard and ensuring they are met. • Oversee the Trust's virtual office and communications arrangements, including hardware and software necessary to facilitate this.