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**Job Description**

**Job Title: Director of New Opportunities**

**Department: Leadership Team**

**Primary Objectives**

* To provide Leadership across Vista as an active member of the Leadership Team
* To build partnerships that deliver real social change,
* To develop ideas through to implementation
* To ensure the legal, financial and reputational wellbeing of Vista

**Main Duties**

1. **Strategic Direction**
* To contribute to the development and implementation of the strategic direction for Vista
* To engage effectively with the Board of Trustees and their committees, providing reports, information and technical support
* Provide leadership to create and deliver directorate specific business plans
* To take an active role as a leader within Vista.
* To manage risk positively
1. **Technical Expertise**
* To stay abreast of, and share with the wider organisation, developments in the area of technical expertise, changing practice to ensure the ongoing the legal, financial and reputational wellbeing of Vista
* To act as a business partner to the rest of Vista, promoting and supporting cross-organisational working
* To develop and manage the directorate’s supplier contracts and relationships with key advisors for the benefit of Vista
* To develop and update policies, procedures and guidelines
1. **Staff Management**
* To lead the directorate ensuring effective setting, monitoring and management of performance against team targets
* To lead on training and development of staff across the directorate
* To develop the use of Volunteers in the Directorate
1. **Additional Responsibilities**
* To promote Vista in external meetings and the media
* To work flexibly, including additional and unsocial hours from time to time to meet the needs of the role
* To take an active part in the on-call arrangements of the organisation
* To act within the law at all times
1. **Resources**
* To develop, monitor and actively manage the budget for the Directorate
* To manage income streams and develop new ones
* To ensure that Vista’s resources are used for the maximum benefit of the beneficiaries

**Directorate specific responsibilities**

To be the lead for all development related activities

**Resources (refer to Guidance Notes):

a) People**

* To provide organisational leadership to all staff across Vista as part of the Leadership Team. To support Vista’s operational managers in all new developments.
* To report to the Chief Executive and support the board.
* To negotiate and liaise with funders on the financial and legal aspects of key contracts.

**b) Financial**

* To provide strategic and commercial leadership to Vista’s Board of Trustees ensuring the organisation is developing in financially sustainable ways.
* To take the lead role in managing and developing the development and innovation strategy and policy for the organisation.
* Responsible for the development and, implementation of development procedures for the organisation.
* Responsible for the decision over the suppliers for directorate contracts.

 **c) Non-financial**

* To work in conjunction with the Finance Director and external professional advisors as necessary, on developmental matters including matters relating to property, legal, insurance, pensions, taxation, IT, data protection, environment, facilities, leases and contracts.

**d) Special Factors**

* With rest of Leadership Team participates in out-of-hours on-call rota.
* Occasional dealing with employees in emotional situations (disciplinary, dismissal, redundancy, grievance, ill health)

**Additional responsibilities**

1. To ensure activities comply with current law
2. To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
3. To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: PEB Date: May 2017

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Person specification**

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| **Criteria** | **Essential** | **Desirable** | **Identified** |
| **Qualifications and training** | * Educated to A level standard
* Minimum GCSE Grade 3 in English and Maths
* Excellent IT skills
 | * Degree level qualification
 | Application form |
| **Experience**  | * Experience of successful developing new ways of working
* Demonstrable record of success in leading teams
* Demonstrable record of success in managing complex projects
* Experience of income generation
 | * Experience of social care
* Experience of research programmes
* Experience of evaluative process
 | Application form Interview |
| **Skills and Knowledge**  | * Excellent communication skills both written and oral
* A natural team player
* Financially astute
* Commercially minded
* Understanding of governance
 | * Awareness of the strategic context within which Vista sits
 | Interview |
| **Personal Qualities** | * Personable
* Ability to motivate themselves and others
* Persuasive
* Tenacious
 |  | Interview |