

REGIONAL MANAGER – MIDLANDS



The Cranfield Trust is a unique free management consultancy for the voluntary sector, founded at Cranfield University in 1989. Now with a resource base of over 1400 volunteers from the commercial sector, the Trust supports over 400 charities a year with free management consultancy projects or mentoring assignments. In total our services reach over 4,000 charities. Cranfield Trust clients are generally small to medium sized voluntary organisations addressing some of society's most pressing problems, such as drug and alcohol abuse, homelessness, health problems and disability and a wide range of issues contributing to social exclusion. Trust volunteers give their time to help charities with:

- Strategic and business planning
- Developing financial expertise, particularly in relation to cost information, tenders and cashflow forecasting
- Marketing and communications planning
- Feasibility studies for trading activities
- Human resources management
- Facilitating merger discussions and board development 'awaydays'

Each Trust project is defined and managed by a Regional Manager, who supports the client charity in scoping its project requirements, matches the project to an appropriate volunteer and supports volunteer and charity as they work together.

The Trust's activity has doubled in size over the last five years. The pandemic has been a period of innovation and rapid development as we have started new services, and expanded our reach, to provide more support to charities and their leaders. We are ambitious in our plans, investing in our current services and developing new activities to meet the needs of the small to medium sized charities we serve.

Role

The role of the Midlands Regional Manager is to develop the activities of The Cranfield Trust in the Midlands, working with the Trust's Head of Operations and other colleagues. Main activity is to coordinate and manage projects which will be assigned. Also to work closely with the Development team to build relationships with key stakeholders to generate a flow of new volunteers and new projects, and to raise the profile of the Trust in the region.

The right candidate will have an excellent range of management skills, with strong experience across management disciplines, able to work with the Chief Executives and Boards of local and regional charities to help them address their management challenges through the support of our volunteer consultants.

They will need to have excellent relationship and influencing skills, to be able to write clear and well-defined project briefs, and to present the Trust's work confidently to potential supporters and partners, whether they are individuals or organisations.

Project Management

To provide a professional service to charity clients, helping them define and manage the service they receive from the Trust, and ensuring their needs are met by the Trust and its volunteers. To achieve this by

- Scoping projects and preparing accurate project briefs
- Identifying and briefing suitable volunteers
- Monitoring and management of project progress
- Resolving problems or issues arising with clients or volunteers
- Collecting feedback and action on any issues arising from projects
- Contributing to analysis of overall project activity and information collected by the Trust, in preparing reports to funders, stakeholders and other interested parties

The Regional Manager will also participate in other services of the Trust where appropriate, such as workshops and networks, and working with the Trust's wider team to develop the profile and activity of the Trust.

Trust Profile

Working with the management team, to contribute to activities to raise the regional profile of the Trust. This will include attending relevant events and representing the Trust to appropriate regional umbrella voluntary agencies, government contacts, supporters and other stakeholders.

As part of the Trust team, to promote the Trust through contact with existing and potential clients, existing and potential volunteers, including attending events for charities and volunteers.

As necessary to support colleagues delivering other services such as On-Call Telephone Advice, Peer 2 Peer Exchanges and learning resources.

Reporting

Reporting to the Head of Operations, in all these activities to be measured against agreed performance targets (levels and quality of Trust activities) and to meet strategic targets.

Person Specification

The Regional Manager will need good personal skills to work with small voluntary organisations and volunteers, helping both groups to make the most of and enjoy working with The Cranfield Trust. They will also be highly skilled in working as an independent management consultant across a wide range of management disciplines and in organisations of different sizes, be able to diagnose management issues, define appropriate project outputs, and communicate clearly with volunteers.

They will be a good ambassador for the Trust, working to build networks in the voluntary sector, stay current on issues and topics of interest to the Trust and its clients, and attending events to represent the Trust. Working with Cranfield Trust colleagues they will work to raise the profile of the Trust in the region, generating projects from regional and local organisations. The person must be based in the Midlands, ideally close to Birmingham and be willing to engage in appropriate social media activity to promote the region and stay informed of regional developments.

Remuneration

This is a two day a week, home based role on an FTE salary of circa £40K.

Closing date for applications: Tuesday 9th September 2022. *Please note that interviews may take place prior to the closing date and if a suitable candidate is appointed the role may close early.*

- If you are interested in joining us, please send a CV and a cover letter, which should outline why the role is of interest to you and your suitability as a candidate for the role.
- For ease of reference, please write your name and the job role you are applying for in the subject line of your email.
- To discuss the post informally, please contact Alice Dabrowska via recruitment@cranfieldtrust.org

Pre-employment checks: We will require a minimum of two appropriate references and will check original documents proving your qualifications, identity, and right to live and work in the UK before you can start work with us. You will be asked to provide details of any unspent criminal convictions.

References References should be your present and last employer. They should have had either managerial or supervisory responsibility for your work, and not be colleagues, subordinates or friends.. Cranfield Trust will only approach your referees once an offer of employment has been made.

How we use your personal information: The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the provisions set out by the General Data Protection Regulation (EU) 2016/679 (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK, as well as any successor legislation to the GDPR and Data Protection Act 1998.

Please note that by submitting an application for employment, you are also agreeing to the Cranfield Trust processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force and in accordance with our Privacy Notice in respect of Employees, Workers and Contractors (see attached).

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered work with the Cranfield Trust, all documentation related to your application will be confidentially destroyed after a period of six months.

If you need any reasonable adjustments for any part of the recruitment process, please email Alice Dabrowska in confidence at recruitment@cranfieldtrust.org , to discuss these. Cranfield Trust is an equal opportunities employer, we value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.