

# Regional Manager

## Job Overview

The Regional Manager is responsible for the daily administration and management of SCP operations in their designated region. This includes workshop coordination, volunteer management, training and invoicing.

## Reports to:

Executive Director

## Sign off:

Discounts for regional workshops; Regional comms material; Regional expenditure under £500 limit

In absence: Executive Director

## Roles and responsibilities:

- Outreach to educational establishments
- Coordination of regional workshops including liaising with schools, local authorities and volunteers
- Data collection from feedback forms.
- Volunteer outreach, training, recruitment
- DBS-checking
- Relationship development with local law firms/schools
- Negotiating discounts; prompt invoicing; chasing late payments
- Acting as a first point of contact for any complaints or issues across designated region.
- Regular feedback to Executive team

## Qualifications, Experience and Skills:

### Essential

- Legal expertise (qualified lawyer)
- Good knowledge of designated Region and LEAs.
- Excellent organisational skills
- Experience undertaking administrative and strategic tasks
- Excellent IT skills
- Excellent written and spoken English.
- Personal commitment to gender equality, empowering young people and reducing sexual violence.

Desirable

- Experience organising large events.
- Experience with outreach to schools, local authorities, external agencies and other PSE groups.
- Experience recruiting on behalf of an organisation