

THRESHOLD HOUSING LINK
(Registered Charity No 1017599)
JOB DESCRIPTION- BUSINESS MANAGER

Responsible to: The CEO

Hours to be worked: 38 hours per week (Normal working hours Mon-Fri between 9.00 & 5.00)

Place of work: 2nd Floor 1 John Street, Swindon, Wiltshire SN1 1RT

Role: Overall responsibility for Threshold's business development, including strategic planning, business systems, new activities and fundraising

Functional Responsibilities:

1. To organise all Threshold business development activities in collaboration with the CEO
2. To develop a strategic plan for Threshold in collaboration with the CEO & Board of Trustees; producing an annual strategic review
3. To develop and maintain efficient business systems & appropriate quality standards within Threshold
4. To be responsible for the implementation of Threshold's computer systems
5. To be responsible for the health & safety & quality systems
6. To be responsible for monitoring & reporting Thresholds performance against appropriate targets & quality standards
7. To be responsible for the preparation of annual budgets, monitoring income & expenditure through monthly reporting to the CEO & the Board of Trustees
8. To review & update, in collaboration with the CEO, other senior managers & the contracted HR advisors, all Threshold policies, procedures, staff handbook & staff contracts; recommending appropriate changes to take account of any relevant changes in legislation or business requirements
9. To administer the Board of Trustees/Directors Management Committee Meetings, upholding confidentiality & business sensitivity
10. To produce appropriate statistical information & reports for management committee meetings, grant applications, fund raising & other activities, as required
11. To be responsible for external contracts & the procurement of external services, including insurances, leases & other management agreements
12. To create & develop marketing material, coordinating all public relations activities; representing Threshold at all appropriate external interfaces in agreement with the CEO
13. To develop new business opportunities in line with the agreed business strategy
14. To be responsible for fundraising activities in line with agreed financial targets
15. To supervise the reception/administration, events, income generation and volunteer roles

Delegated Authority:

- 1) Financial expenditure within agreed budgets and to be a cheque signatory for the KeyScheme+
- 2) To change Threshold business processes to improve the effective operation of the organisation, liaising with the CEO, trustees, senior managers & where necessary with the appropriate team /shift leaders & staff
- 3) To represent Thresholds views and policies with external bodies