

Job Advert – Business & Services Manager (1-year fixed term, pending permanent on confirmation of funding)

Job Description:

Overview:

This is an exciting opportunity to join a friendly and committed team in a non-clinical specialist mental health charity. The role of Business & Services Manager is varied and you will wear many hats when managing our experienced and forward-thinking team. You will need to be values driven, experienced in leading diverse groups and services, and committed to looking for opportunities to income generate to build the charities services. If you are looking for a new challenge and have a passion for making a difference then please get in touch.

Business & Services Manager

Post is for 35 hours per week, working Monday to Friday, this will be a 1-year Fixed Term Contract (permanent once additional funding is established).

Hybrid position – three working office days, with two hybrid days to be discussed at interview. Days will need to flex to meet service needs.

Salary scale: £19.28 per hour, Annual Salary £35,089.60 (plus 3% pension contribution)

Responsibilities:

- Providing Business & Services Management support to the team
- Sourcing funding opportunities and completing grant and funding applications
- Managing organisational systems to ensure smooth operations
- Managing relationships with multiple stake holders, external and internal
- Demonstrating a professional and empathetic demeanour when communicating with clients and colleagues
- Providing management support: IT, Social Media, database updates and the Website
- Overseeing the management of Health & Safety, HR and Finance
- Overseeing the contract management of DFMH mental health services
- Supporting the CEO with business and services leadership of the management team

Requirements:

- Proven experience in a diverse management role – preferable within a charity or health & social care environment
- Proficiency in Microsoft Office, Case Management Systems, IT and bid writing
- Strong organisational and management skills with attention to detail
- Ability to multitask and prioritise tasks effectively
- Effective in report writing and evidencing outcome-based performance
- A sound understanding of HR, Finance, safeguarding and Health & Safety for the level of the post

What we offer:

- A great working environment
- Flexibility
- Employee Wellness Scheme
- Training and Development

This post will be subject to an Enhanced DBS check

We advocate a positive work / life balance and provide a flexible working environment.

You must be a car owner and have a full licence. This role will require the successful individual to be flexible and prepared to travel to the areas specified.

If you would like to have an informal discussion about this position, please ring Sharon Williams (CEO) on 01629 733915.

Application is by submission of a CV and covering letter (outlining how your skills and experience meet the requirements of the Job Description).

Supporting documents are available on our website at www.dfmh.co.uk/work-with-us , by emailing hr@dfmh.co.uk or by request from Louise Marriott on 01629 733915

Job Types: 35 hours per week Full Time, Temporary contract

Contract length: 12 months initially, pending confirmation of permanent funding