

Job Description – June 2018

JOB TITLE :	GENERAL MANAGER	SALARY :	£29,500 PA (FOR 37 HRS) 30- 37 HRS (NEGOTIABLE)
LOCATION :	BYKER, NEWCASTLE UPON TYNE, UK .		
LINE MANAGER :	CHAIR OF TRUSTEES		
JOB PURPOSE :	To manage the operation and development of Recyke y'Bike, in line with the charity's aims and its business plan, maintaining its ethos and environmental vision.		

KEY AREAS: [The following is typical of the duties the post holder will be expected to perform. It is not exhaustive, and other duties of a similar nature and level may be need to be undertaken from time to time]

1. **Accountability:** to report to the Board of Trustees, in accordance with Charity and Company law, and as requested by the Board. This includes acting as Company Secretary, attendance and advising Trustee Meetings (and Sub-Groups) as well as the preparation of regular reports to Trustees and annual reports for the Charity Commission and Companies House.
2. **Health and Safety:** to ensure compliance with current Health and Safety legislation and guidelines including safeguarding of children and vulnerable adults.
3. **Budget and Finance:** to prepare budgets and regular financial reports (in liaison with the Treasurer) for Trustees and to implement sound financial controls.
4. **Planning & Development:** to monitor, maintain and develop the business plan, identifying key milestones, priorities, partnerships and resources. To ensure effective delivery of decisions of Trustees, which may include extension and improvement of products and services.
5. **Staff:** to take responsibility for recruitment, development and supervision of staff, and ensure they have a good level of support, training, guidance and knowledge of the whole organisation.
6. **Volunteers:** to attract and maintain an adequate supply of volunteers, and take overall responsibility for their assignment to roles, their support and training.
7. **Fundraising:** to oversee any funding applications for agreed development of the charity.
8. **Operations:** to oversee the charity's operations including property, workshops as well as to ensure a healthy supply of donated bikes.
9. **Promotion & Marketing:** to promote the charity widely, using all forms of media to existing and new partners and networks; to collect information about the market to inform decision-making.
10. **Ethos:** to maintain and actively promote the values of environmental sustainability (transport and recycling), equality, mutual respect, and community participation which underpin the charity's operations and vision.