



www.sars999.org.uk

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Unit 1b, Woolpit Business Park, Windmill Avenue, Woolpit, Bury St Edmunds, Suffolk, IP30 9UP

Registered Charity Number: 1163764

Job Description: Charity Director

- Job Title:** Charity Director, Suffolk Accident Rescue Service ('SARS').
- Reporting to:** Chair of the Board of Trustees.
- Location:** SARS HQ, Woolpit, Suffolk.
- Salary:** £45,000 per annum.
- Working Hours:** 37.5 per week (flexible according to contract terms).
- Annual Leave:** 23 days per year, plus bank holidays.
- Special conditions:** Occasional evening work and support at some weekend fundraising events is essential. Own transport required.
- Main job purpose:** Be responsible for the day-to-day operation of the Charity, line management of the Charity's employees, and work with the Trustees to deliver the Charity's statement of purpose and implement the Charity's strategy.

Duties and Responsibilities

Strategic leadership

- Provide vision, direction, and management of change in collaboration with the Board, staff, partners, and patients.
- Lead strategy development, business planning, and financial planning by working with the Board to define SARS's vision and mission and create relevant plans.
- Develop and put in place KPIs, monitor progress, report outcomes, and ensure regular impact reporting is conducted.
- Establish and oversee strategies for the organisation's long-term viability, including care and maintenance of vehicles and equipment.
- Recruit Trustees with skills, contacts, and time required for effective contribution to the Charity.

Operational management

- Provide leadership, support, and professional development across the organisation.
- Monitor and assess the organisational structure, performance, and quality of service delivery.
- Manage day-to-day delivery of high-quality services across the organisation, with attention to operational planning, monitoring, and review.
- Ensure SARS has current policies and procedures to support staff, patients, volunteers and clinical responders.
- Confirm that services adhere to relevant standards, regulations, and procedures, such as Health & Safety and Safeguarding.
- Develop and implement a performance management review process, including objective-setting, across the organisation.

Governance, risk and assurance

- Assist the Board in maintaining robust governance structures within SARS.
- Work with staff and Trustees to prepare the annual report and accounts for Board authorisation and submission to the Charity Commission.



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Registered Charity Number: 1166764

- Report to the Board on operational and financial performance, including significant matters and issues.
- Confirm that SARS remains compliant with formal agreements such as Memorandums of Understanding and Honorary Contracts.
- Provide assurance to the Board on the management of risks and issues as they arise within the Charity.

Financial and resource management

- Develop a funding strategy to identify and maintain short- and long-term funding options.
- Build partnerships with other service organisations aligned with commissioning changes and organisational vision.
- Ensure income aligns with service delivery needs, seek new income sources, write bids, and complete contract reporting requirements.
- Manage major funding and commissioning relationships, both statutory and non-statutory, as they arise.
- Oversee financial management, working with the Finance Officer and Trustees for budget preparation and oversight, including reporting frameworks.

Partnership relationships and management

- Establish strategic relationships and alliances within the local and regional voluntary and public sectors.
- Represent SARS in local partnerships, networks, and forums when needed.
- Act as the main point of contact for the East of England Ambulance Service NHS Trust, Suffolk and North East Essex Integrated Care Board, and the British Association of Immediate Care.

People management

- Line manage and oversee our office staff, volunteers, and clinical responders, including responsibility for all HR policies and procedures.
- Support consultative and collaborative working throughout the organisation.
- Maintain effective relationships with internal and external stakeholders including local authorities, corporate partners, patients, Trustees, and local service providers.
- Uphold the ethos of SARS through the management of staff, project oversight, and engagement with partner organisations and the community.

Reputation management

- Create and execute plans to raise and sustain the Charity's public profile, including acting as one of the Charity's key ambassadors.
- Advise Trustees on appropriate PR strategies and ensure these are implemented to a high standard.
- Inform Trustees of any issues that could harm the Charity's reputation or fundraising potential.

Other

- Comply with all Charity policies and procedures at all times.
- Undertake any other duties as reasonably required.