



www.sars999.org.uk

01359 244186

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

Person Specification: 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.

Selection Criteria	Essential Criteria	Desirable Criteria	Assessment A=Application I=Interview
Education / Qualifications	<p>Educated to A-level in finance / business studies and / or social sciences or equivalent Diploma level qualification or equivalent experience</p> <p>Advanced knowledge of Microsoft Office, including Word, Excel, PowerPoint, mail merge, Google workspace, and standard keyboard skills</p>	Certificate in Fundraising Management (Chartered Institute of Fundraising)	A
Experience, Knowledge and Skills	<p>Significant experience of working in the voluntary sector or a similar organisation</p> <p>Experience of creating and working with spreadsheets, databases and/or systems to manage budgets (income and expenditure) and communications</p> <p>Experience of providing a high level of customer service</p> <p>Excellent demonstrable organisational skills, and able to prioritise a varied workload and work to deadline to ensure timely reporting</p> <p>Excellent communication skills, verbal and written, in particular experience of</p>	<p>Experience of working with and delivering on budgets</p> <p>Experience of working in an office environment</p> <p>Experience of working in a team</p> <p>Experience of dealing with sensitive / confidential</p>	A&I



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Registered Charity Number: 1168764

	<p>communicating and working with volunteers, donors or patients as well as staff of different seniority levels</p> <p>Working knowledge of charitable fundraising in relation to the healthcare context</p> <p>Familiarity with Charity Commission submissions and regulatory compliance</p>	<p>information</p> <p>Responsibility for aspects of governance and reporting</p>	A&I
Communication and interpersonal skills	<p>Significant knowledge and experience of online donation facilities e.g. Just Giving.</p> <p>Excellent planning and time management skills, delivering to deadlines</p> <p>Workload prioritisation, time management and the capacity to incorporate new challenges</p> <p>Knowledge and experience of using a database</p> <p>Understanding of data protection and GDPR principles</p> <p>Excellent interpersonal skills, able to communicate clearly, professionally and sensitively with people at all levels, verbally and in writing</p> <p>Excellent attention to detail to ensure accuracy of figures and data input</p> <p>Knowledge and experience of using social media channels</p> <p>Website editing skills</p>	<p>Leadership qualification</p> <p>A broad knowledge of community and voluntary groups across Suffolk</p>	A&I
Other	<p>Flexibility to the needs of the service</p> <p>Must be able to travel across Suffolk as well as off site to attend meetings</p> <p>Able to professionally represent the Charity as an ambassador</p>		A&I