

<b>Job title:</b>	Managing Director
<b>Salary:</b>	£35,000 for 22.5 hours/three days per week (full time salary £50,000)
<b>Hours:</b>	22.5 hours/three days per week (days to be mutually agreed; full time is 37.5 hours per week)
<b>Post</b>	Permanent or on a secondment basis for a minimum of 18 months.
<b>Holiday entitlement:</b>	15 days (25 days full time)
<b>Pension:</b>	3% employer contribution; 4% employee contribution (of which 1% is from government)
<b>Location:</b>	Cardiff
<b>Line Manager:</b>	Board of Trustees
<b>Key stakeholders:</b>	<p>Kidney Wales staff and Board</p> <p>Supporters – patients, families, fundraisers</p> <p>Health and associated healthcare professionals</p> <p>Welsh Renal Clinical Network</p> <p>Welsh Kidney Research Unit and academic institutions</p> <p>Health Boards</p> <p>Media</p> <p>Suppliers of goods and services</p> <p>Other charities and partners</p> <p>Charity Commission, Companies House, Fundraising Regulator, Information Commissioners Office and other regulatory bodies</p>

<b>Purpose:</b>	To lead and manage the successful delivery of Kidney Wales' vision and mission.
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<b>Responsibilities:</b>	<p><b>Core responsibilities</b></p> <p><i>Strategic direction</i></p> <ul style="list-style-type: none"> <li>• Be the driving force of the vision and mission, motivating and inspiring the team to deliver excellence by providing strong direction, decision making and thought leadership to ensure maximum potential is being achieved.</li> <li>• Work with the Board to prepare, implement, monitor and update the strategic plan and with the team, to convert goals into clear deliverables.</li> <li>• Ensure that the charity is operating in a manner and on a scale that is financially sustainable in the medium to long term.</li> <li>• Lead the development of new initiatives, influencing and campaigns.</li> </ul> <p><i>Management</i></p> <ul style="list-style-type: none"> <li>• Overall accountability for the smooth and efficient running of the organisation.</li> </ul>
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- Ensure that operational plans – in line with the strategic direction – are developed, monitored and implemented.
- Lead, support and manage the performance, learning and development and culture of the staff team of five people.
- Implement systems to manage, supervise, support, monitor and evaluate services provided.
- Ensure the effective negotiation of new contracts and awards.

*External relations and communications*

- Be the face of Kidney Wales to our partners, supporters, public bodies and the media, to promote the vision and mission and increase brand awareness.
- Speak at conferences and events to raise awareness of kidney disease and the work of Kidney Wales.
- Work with the Patient Information & Support Manager to campaign with and for people with kidney disease.
- Lead and manage Kidney Wales' research investments.

*Finance and income generation*

- Manage the financial health of the charity, with overall accountability for strategic income generation and expenditure.
- Actively pursue new sources of income for the development of new and support of existing services; and
- Oversee the management of premises and other assets.

**Other responsibilities**

*Governance*

- Put in place a governance structure that facilitates continuous improvement and ensures compliance and resilience.
- Advise the Board and any sub-committees on legal responsibilities and policy.
- Oversee the publication of an Annual Impact Report and compliance with Charity Law, including the submission of the annual audited accounts.
- Work with the Board to support the recruitment of Trustees and ensure that all Trustees are aware of their roles and responsibilities.
- With the Board, regularly review the risks faced by the organisation.

*Partnerships and collaboration*

- Maintain and build new partnerships with public, private, and third sector organisations.

*Other duties*

- Promote and support the work of Kidney Wales.
- Any other duties deemed commensurate with the post.

<b>Criteria for essential knowledge, skills and experiences</b>	<ol style="list-style-type: none"><li>1. Experience of managing a small organisation / department of a larger organisation and leading a high performing team.</li><li>2. Demonstratable track record of driving organisational transformation and continuous improvement</li><li>3. Strong public speaking, networking and ambassadorial skills, with ability and presence to promote Kidney Wales.</li><li>4. Knowledge and experience of generating effective reach and engagement using digital media.</li><li>5. A track record of successfully influencing policy and leading campaigns in Wales, or other parts of the UK and the world, ideally in the field of health and social care.</li><li>6. An excellent knowledge and understanding of charity finances, strategic income generation and governance.</li><li>7. Excellent written skills, including experience of drafting formal reports, blogs and social media content.</li><li>8. Essential personal qualities – strong ‘completer-finisher’, conscientious, efficient; energetic, determined and passionate about the work of charities.</li><li>9. Excellent interpersonal skills, able to work with empathy, tact and diplomacy.</li><li>10. Knowledge or experience of kidney disease is highly desirable, although not essential</li><li>11. Ability to manage multiple priorities and deadlines.</li><li>12. A commitment to equal opportunities.</li></ol>
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