



Position: **Director of Business Services halow care**
Location: Guildford, Surrey
Salary: £52,000 - £61,000 per annum (dependent on experience)
Contract: Permanent
Hours: Monday – Friday, 9.00am - 5.30pm with the occasional need for out of hours working/ attendance to Board meetings, **halow's** fundraising events etc.

Reports: **halow care** Services Manager, Finance Manager, Senior HR/Admin Officer

halow's Mission:

“Nurturing and enabling independence for young people with a learning disability.” To support each other and work as part of the team, respecting every individual's gifts, skills and qualities, and the unique talents they bring to **halow**.

Role:

halow are seeking an experienced and inspirational leader to fulfill the role of Director of **halow care** Business Services. This position will work in partnership with the Director of **halow** Project, and together, shall build upon the success of the current CEO by confidently leading the Organisation through the next stage of the strategic plan and beyond.

Accountable to the Executive Committee and the Board of Trustees, the **Director of Business Services halow care** will be responsible for successfully overseeing **halow's care** provision and all this entails:

- Inspiring and driving the implementation of innovation and best practice within services; identifying strategies to overcome barriers and delivering **halow's** exciting new strand: 'Exceptional Personalised Care', to **our** young people. To jointly lead and model an organisational culture of ambition and aspiration for and on behalf of our young people.
- The senior management and delivery of care services, staffing and compliance.
- All aspects of financial management and control throughout the Organisation (for both **halow project** and **care**) including (but not limited to) payroll, forecasting and budgetary control, financial reporting for the Board, implementing/reviewing financial systems, financial and legislative compliance and credit control;
- The smooth running of the Organisation's Human Resources function (covering both **halow project** and **care**) including (but not limited to) recruitment and induction of new starters, day-to-day HR administration, advice and procedure associated with all aspects of employee relations, policy implementation/review, training and development and, compliance with current employment law and best practice standards;
- Overseeing facilities management for the Organisation including providing a safe environment for all staff, young people and visitors by conducting regular risk assessments; and,
- The management of IT services for the Organisation including the account management of external providers and internal systems.

To be successful in this pivotal, wide ranging role, the job holder will need to draw upon their knowledge and demonstrable experience in the following areas:

- Strategic management including the development, implementation and delivery of strategic plans
- Business development and account management
- Financial management and budgetary control

- Effective staff management and leadership skills
- Working with Boards and a wide range of stakeholders
- Excellent interpersonal and influencing skills with a passion for customer service
- Commitment to effective governance
- Promoting equality and diversity within a workforce

This role is business services focused however, it would be advantageous for the successful candidate to have experience (or as a minimum an understanding) of the issues facing the social care sector.

For further information about this job role, please visit <http://www.halowproject.org.uk/about-us/work-for-halow/> and download the relevant Job Description and Person Specification.

After reviewing the Job Description and Person Specification, if you believe you have the experience and leadership skills to be considered for this post please email your current CV, along with a covering note highlighting your suitability, to jobs@halowproject.org.uk by the below closing date.

Closing date for applications: **5pm, Sunday 1st December 2019**

Interviews will be taking place during the advertising period so please do not delay in submitting your application

- ***halow** is committed to equal opportunities and values diversity in its workforce.*
- *Successful applications are subject to an enhanced DBS disclosure.*
- *No Agencies please.*

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