



## **PROPER JOB Chief Executive Officer ( Maternity Cover) JOB DESCRIPTION**

<b>Job title:</b>	Chief Executive Officer - Temporary Maternity Cover
<b>Reports to:</b>	Chair of the Board of Trustees of Proper Job CIO
<b>Line Manager for:</b>	Yard Operations Manager, The Courtyard Manager, Uptown & Workshops Manager
<b>Salary:</b>	£26,000 pro rata (12 Month Fixed Term Contract)
<b>Hours:</b>	24 hours a week
<b>Place of Work:</b>	Proper Job, Market Field, Chagford, TQ138DR and from home.
<b>Time frame:</b>	Application deadline <b>Wednesday 19<sup>th</sup> August</b> Interviews to be held <b>Monday 24<sup>th</sup> August</b> Successful candidate to start immediately if possible.

A rare opportunity to be involved in a newly founded environmental charity. Proper Job has ambitious plans to develop the existing site as well as expanding our educational outreach. Proper Job is a locally rooted trail blazing charity and has gained a lot of support and interest from the local community and other communities nationally. Our vision is of a protected and preserved local environment; with local people taking active and positive responsibility for their wasted resources, by engaging in waste reduction, repair, reuse, composting and recycling. The local natural environment is improved, resources are conserved, the community is healthier and more resilient and the shift in behaviour brings with it positive economic impact.

### Main purpose of job

Overall responsibility for running an effective charity and working towards Proper Job's vision set out in the business plan. To be responsible for the management of the Resource Centre, Uptown, Workshops and wholly owned trading subsidiary The Courtyard Café and Shop. To make sure that the organization as a whole are well resourced through a variety of money-making and fundraising activities.

### Responsibilities

The CEO will:

1. Work towards achieving the Proper Job vision as a charity. Monitor the social and environmental impact ensuring that Proper Job is fulfilling its charitable objectives in education. Measure and report this impact to the board of Trustees and the Charity Commission.
2. Assist managers with staffing issues, including – recruitment, induction, instruction/supervision, training, work review and any disciplinary action with input and support from team leaders. Overseeing and facilitating 6 monthly appraisals.
3. Make sure that accurate records are kept and that the charity is compliant with the law.

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4. Manage and analyze the finances, setting the annual budget (with the help of the board) working within that budget, identifying money-making/fundraising opportunities to ensure the project is viable.
5. Deal positively with the public and wider community to encourage their continued use and support of Proper Job (donors, buyers, workshop attendees and local community)
6. Maintain strong strategic and professional relationships with influential people, projects or institutions and act as spokesperson and representative for Proper Job as appropriate.
7. Apply for grants and funding that will benefit the project and help to fulfill the charitable objectives.
8. Report monthly to the Proper Job board of trustees and work with them to monitor progress and to plan for the future of Proper Job facilitating the forward planning and development of the Proper Job Resource Centre and charity as a whole. Identify and recommending opportunities for the success of the charity. Leading with forward planning.
9. Make sure that all sites are well maintained and above all, safe for staff, volunteers and visitors.
10. Oversee day to day book keeping reconciling and entering monthly journals on Xero accounting system.
11. Oversee Office admin, and assist with financial reporting, gift aid etc.
12. Oversee Paying Wages monthly, being responsible for PAYE and HMRC payments.
13. Oversee the planning of educational events, workshops and fundraisers ensuring they are in line with our charitable objectives.
14. Manage the admin involved in claiming gift aid on donations and claiming regularly.
15. Facilitate and lead weekly staff meetings with the Yard Operations Manager, The Courtyard Manager and Uptown/ Workshop Manager.
16. Ensure the Proper Job site is legally compliant within the areas of activity. In particular Health and Safety, HR, Waste Licensing and any other legislative and policy requirements. (CoSH, ADR, Operators licensing, etc)
17. Responsible for overseeing and ensuring that the charity is compliant with Health and Safety regulations.

## **Person Specification**

### **Essential**

- Experience of leading, or being a key part of the senior management/leadership team within, a small charity or organisation.
- Experience of line managing a range of teams.
- Good understanding of Health and Safety issues and processes
- Understanding of the legal and regulatory obligations involved with operating as a Charitable Incorporated Organisation
- A flexible and responsive approach to fast changing environment
- Experience of performance management and implementation of staff appraisal
- A demonstrable track record of staff management.

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- The ability to prepare written reports.

### **Desirable**

- Experience and knowledge of environmental and sustainability issues
- Experience of applying for funding from trusts and foundations
- Retail management experience
- Experience in education.

### **About Proper Job**

Proper Job is a successful, community-led environmental charity, located in the small, Dartmoor town of Chagford in West Devon. It's a locally rooted response to a global issue; that of wasted resources and the profound disconnect between what we buy and what we throw away. It aims to reclaim and retain these wasted resources on behalf of its community, challenging and changing perceptions in the process. By doing so, it also demonstrates to the world the level of change that's possible to effect from a grassroots level.

Proper Job has three arms: a community reuse centre on the edge of the town that takes people's unwanted items for reuse, composting and recycling (The Resource Centre), and another that's a second hand clothes and homeware boutique shop in the centre of town, that sells the best seasonal items donated to the centre (Uptown). The third arm is a trading subsidiary: a community wholefood shop and café, the Courtyard. All three arms deliver educational outreach work in line with Proper Job's charitable objectives. As such, they address the way we live in the world and the value we place on its resources, and seek to define a better, healthier future for people and planet.

Proper Job's charitable objects are described as follows:

For the public benefit, the protection and preservation of the environment, in particular, but not exclusively, by

- (a) the promotion of waste reduction, reuse reclamation, recycling, use of recycled products and the use of surplus; and
- (b) advancing the education of the public about all aspects of waste generation, waste management and waste recycling, in the United Kingdom.

### **How to apply**

Please send a CV and covering letter to [alison@proper-job.org](mailto:alison@proper-job.org) before Wednesday 19<sup>th</sup> August

Proper Job's operations are spread over several sites, making this a unique and interesting role. Candidates are encouraged to get in touch and arrange a site tour and informal chat.

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