

Warwickshire Reminiscence Action Project

Charity Manager Job Pack

February 2024



Introduction

We are seeking a passionate and dedicated individual to join Warwickshire Reminiscence Action Project (WRAP) as its first paid Charity Manager. This is an exciting opportunity to work in a charity that supports people with dementia, their carers and professional staff.

If you are committed to working with people to make an impact on health and wellbeing, reduce social isolation and be at the forefront of reminiscence training then this is the role for you.

How to apply

Please send a CV along with a cover letter explaining why you are interested in the role and how you meet the person specification. Please send it to juneitc1@gmail.com. The closing date is Wednesday 28th February 2024 at 12 noon. Interviews week commencing 4th March 2024.

If you would like to discuss the role beforehand then please email June Butler, Chair of Trustees at juneitc1@gmail.com or call 07900 241287 to arrange a time to talk.

Background on WRAP

Warwickshire Reminiscence Action Project or WRAP as it is commonly known started in 1999 and became a registered charity in 2005. We operate predominately in South Warwickshire but with a focus on Stratford district.

Our purposes are in summary:

- To preserve and protect the health of those with cognitive brain disorders by providing reminiscence therapy.
- To advance the education and training of carers who work with older people and/or those with cognitive brain disorders
- To advance the education of the public in reminiscence therapy by maintaining a centre of excellence for the development of reminiscence work

The prevalence of dementia in South Warwickshire is higher than the national average and the number of people living with dementia in Stratford District is estimated to increase by 64% by 2040. Warwickshire County Council's Dementia Strategy estimates 8,500 people are living with dementia in the County. Stratford Upon Avon's Joint Strategic Needs Assessment report 2019

says that 'Population Growth in the over 65s is expected to outpace other groups within the next 15-20 years. Their recommendations include: Support for people caring for friends or relatives including adults caring for older people with dementia or cognitive impairment.

NICE updated its quality standard on dementia in June 2022 and recommended people are offered activities to promote their wellbeing. A key recommendation was reminiscence therapy: aiding the recall of long-term memories through the use of conversation, objects, photos, videos. The very activities WRAP is excellent at.

Beneficiaries

WRAP was set up in response to the lack of community support for people with dementia and their carers as identified by representative community groups set up by the Community Education Council. Our day services and cafes were set up as there was no such respite provision for carers in the area. Our LAALO (Look After A Loved One) course was developed because people told us at the cafes that there was no emotional support for carers once their loved one had been diagnosed with dementia.



Our trigger boxes were developed in response to care homes making enquiries for something to help with their work with residents around memory recall. Our Reminiscence Training (accredited by the Open College Network West Midlands) was developed in response to the rise in requests. Our Trustee board is made up of residents and they have been working with Warwickshire Community and Voluntary Action and local stakeholders to identify the key issues and options for WRAP's future. We recently held an open day to re-launch our Trigger boxes. We are members of the District Council-led Dementia Friendly Stratford Group.



is recruiting for a

Charity Manager

£36,000 per annum pro rata

15 hours per week. Flexible working hours

Fixed term for 8 months with potential for extension subject to funding.

This is an exciting opportunity to become the first paid Charity Manager for Warwickshire Reminiscence Action Project (WRAP) and grow the charity to have even more impact on people with dementia, their carers and professional staff in Warwickshire.

WRAP started in 1999 and became a registered charity in 2005. We operate predominately in South Warwickshire but with a focus on Stratford district.

We work to preserve and protect the health of those with cognitive brain disorders by providing reminiscence therapy, advancing the education and training of carers and advancing the education of the public in reminiscence therapy by maintaining a centre of excellence.

If you would like to discuss the role then please email our Chair of Trustees, June Butler, at juneitc1@gmail.com or call 07900 241287

If you fit the brief for this interesting and dynamic role, please view the job opportunity and application pack from the link below and apply as per the guidance.

[Jobs | www.wcava.org.uk](http://www.wcava.org.uk)

Closing date: Noon Wednesday 28th February 2024

Interviews: Week Commencing Monday 4th March

Warwickshire Reminiscence Action Project is a Registered Charity no 113598



JOB DESCRIPTION

Job Title: Charity Manager

Responsible To: Chair of Trustees

Salary: £36,000 per annum pro rata

Hours of Work: 15 hours per week. Flexible working

Duration of post 8 months fixed term contract with potential for extension subject to funding

Location Swan House, Office 5, Guild Street, Stratford Upon Avon, Warwickshire, CV376RE

JOB PURPOSE: To manage the day-to-day operations of WRAP, facilitate a strategic review for the organisation, write a 3-year business plan and secure funding to make WRAP sustainable

MAIN DUTIES AND RESPONSIBILITIES:

- To manage all operational activity of the charity according to the strategic direction provided by the Board of Trustees
- To facilitate a strategic review of the organisation involving trustees, beneficiaries, funders and key stakeholders

- To create in cooperation with the Trustees a 3-year business plan for WRAP leading to long-term sustainability.
- To be responsible for all aspects of staff and volunteer management, including recruitment and supervision
- To be responsible for all aspects of service delivery, grants and performance, including monitoring and reporting KPI outcomes to funding bodies and donors.
- To report to the Board of Trustees, providing Board reports and accurate, up-to-date information.
- To maintain existing and develop new partnerships with statutory, voluntary and private sector
- Ensure that the legal requirements of the Registered Charity and Company Limited by Guarantee are met.
- Ensure that the Board of Trustees are kept abreast of changes in legislation, policy and other drivers of the Charity's work
- To work with the Treasurer to maintain financial records and produce informative reports
- To provide strong leadership, direction and management in relation to all aspects of the Charity's activities, including service provision, volunteering and fundraising.
- To represent the Charity in various public contexts and to develop and maintain relationships with key external partners and agencies.
- To facilitate the continued expansion and development of the Charity's services through effective partnership working and increasing current and other potential income streams.
- To manage the implementation of the Charity's annual plan
- To develop and maintain policies and procedures in accordance with the board's strategic direction
- To undertake any other relevant duties within the overall scope of the role, as requested by the WRAP Board

PERSON SPECIFICATION – WRAP Charity Manager

The successful candidate will need to demonstrate:

| CRITERIA | E or D = Essential or Desirable | Assessed: A = Application form I = Interview T = Test at Interview | | |
|---|--|---|---|---|
| WORK EXPERIENCE | | A | I | T |
| Management experience: preferably in a voluntary sector or health or social care organisation. | E | √ | √ | |
| Direct involvement in the development of strategy, business plans and organisational policies. | E | √ | √ | |
| Sound financial awareness, including experience of managing budgets. | E | √ | √ | |
| Experience of staff management, including personal development. | E | √ | √ | |
| Experience (of working) with people living with dementia | D | √ | √ | |
| QUALIFICATIONS/KNOWLEDGE | | | | |
| Strategic review process | E | √ | √ | |
| Business planning | E | √ | √ | |
| Project management | E | √ | √ | |
| Knowledge and proficient use of Microsoft Word, Google suites, Excel and PowerPoint | E | √ | √ | |
| Principles of equality, diversity and inclusion and a proactive approach to making them a reality | E | √ | √ | |
| Fundraising | D | √ | | |
| SKILLS AND ABILITIES | | | | |

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|--|---|---|---|---|
| Excellent verbal and written communication skills required to work with a wide range of organisations | E | √ | √ | √ |
| Able to build credibility and relationships | E | √ | √ | |
| Committed and highly self-motivated with ability to enthuse, inspire and motivate others in order to ensure the objectives of the Charity are achieved | E | √ | √ | √ |
| Excellent organisational, written and verbal communication skills | E | √ | √ | √ |
| Ability to work on own initiative and as part of a team | E | √ | √ | |
| Good organisational skills and the ability to plan, prioritise and complete tasks on schedule | E | √ | √ | |
| Flexibility to undertake work out of normal office hours | E | √ | √ | |
| Ability to travel to attend meetings and events | E | √ | √ | |
| Willingness to learn and evidence of continuous personal development | E | √ | √ | |