



BUSINESS MANAGER

JOB DESCRIPTION:

Background:

The Caspari Foundation is a London-based charity which helps vulnerable children and young people to overcome social, emotional and mental health difficulties and barriers to learning. We do this through providing Educational Psychotherapy, of which we are the UK's leading provider through direct work with children and young people and by training professionals to work with them.

Until September 2022, the Caspari Foundation is using a hybrid model of delivery for its academic and Continuous Professional Development courses and training.

Reporting to: Member of Board of Trustees

Hours of work: 2 days /14 hours per week. This must include availability to work on Thursday evenings during term time (30 weeks); attendance at some evening meetings (on Zoom) and 3 Saturdays during the academic year.

Salary: £32,000-£35,000 *pro rata* depending on experience.

Contract: Fixed term for 12 months with the potential to extend beyond term.

Caspari Foundation staff are expected to work on site at least 50% of their contracted hours.

Please note, you must have the right to work in the UK at time of applying for this post. We do not hold a Sponsorship Licence.

Other Terms and Conditions of employment will reflect the standard Caspari Foundation contract of employment.

Location: Caspari Foundation Headquarters

Unit 5,
iNDUSTRY,
21 Whiston Road,
London,
E2 8EX.

JOB DESCRIPTION and Main Responsibilities

Purpose and Accountability:

To manage the daily business of the charity, its training courses and its fundraising within legal frameworks and ethical guidelines.

Scope:

Decisions are guided by the strategies and priorities of the Board of Trustees.

Awareness of all Caspari Foundation activities is essential.

Implement effective communication and efficient processes.

To take independent action to deliver short term goals.

Responsibilities and requirements:

To manage the Caspari Foundation offices, resources and equipment.

To manage all funded projects.

To manage contracts of temporary staff and Caspari Foundation membership.

To manage communication, both digital and paper-based, within and without the charity.

To support the Board and all Committees in their meetings, activities and inspections.

To support the Course Director in delivery of training.

To work alongside the Finance Manager to manage invoices and expenses.

To be the first point of contact for incoming enquiries about the Caspari Foundation.

Requires knowledge and experience of running a charity, or similar, and relevant legislation.

Requires excellent communication and numerical skills.

Requires expertise in online systems, digital media, marketing and fundraising.

To apply for this position:

Please submit a written application showing how your knowledge, experience, skills and enthusiasm make you the right person for this job.

Please email your completed application with your CV to: admin@caspari.org.uk **For the attention of:** Patricia Reid, Chair of Trustees.

Closing Date: Friday 22nd April 2022 at midday