



## Role Profile

<b>Post:</b>	Executive Officer
<b>Salary:</b>	Circa £300 per day
<b>Location:</b>	North West England
<b>Reporting to:</b>	Chair, The OnSide Foundation
<b>Contract:</b>	Self-employed, estimated 4-8 days per month

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### Main Purpose

To support the work of the Trustees of The OnSide Foundation (“the Foundation”). The role is all-encompassing and covers a range administrative, financial, governance and legislative tasks relating to the work of the Foundation, utilising external advice and resources, where appropriate, and liaising with Onside Youth Zones staff.

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### Context of the Role

The OnSide Foundation was established as a charity in May 2014 with the purpose of raising funds and awarding grants to facilitate the construction of youth facilities across the UK and otherwise supporting the work of OnSide Youth Zones (charity number 1125893) and individual Youth Zone projects within the OnSide Network. The Foundation also receives grants from other Trusts and Foundations, such as The Queen’s Trust and St James’s Place Charitable Foundation, alongside fulfilling an aspiration for a large-scale capital fundraising campaign to attract funds which the Trustees of the Foundation will be free to apply, by way of grant, at their discretion.

OnSide Youth Zones is a rapidly growing charity with hugely exciting and ambitious plans to continue and accelerate this growth. Youth Zones are high quality, inspirational and well-run places, claiming only to offer young people ‘somewhere to go, something to do and someone to talk to’, but in reality, providing so much more than this, changing many thousands of young lives. The current network of ten Youth Zones is expanding with three to open in London this year, followed by two in the North West during 2020 and with an ever-growing pipeline of projects in earlier stages of development.

Since the Foundation was established, the accounting, administrative and governance functions have been provided by OnSide Youth Zones. However, the work has grown with the Foundation providing funds to support multiple projects and will continue to do so as more new projects are developed by OnSide Youth Zones. To support this growth and ensure the priorities of the Foundation are better met going forward with an appropriate degree of segregation of duties between the two organisations, the Trustees are seeking to appoint an Executive Officer to take on several duties for the Foundation, whilst continuing to benefit from some areas of support provided by the OnSide Youth Zones’ staff team.



## **The Role**

### **Effective running of the Foundation**

1. To oversee the production of the monthly Management Accounts.
2. To manage capital funding requirements and cash flow for all Youth Zone projects under development, in close co-ordination with the OnSide Youth Zones Property & Construction Team.
3. To complete monthly reports to the Trustees to manage cash flow through the Foundation to external parties (including OnSide Youth Zones, individual Youth Zone charities and suppliers).
4. To facilitate a successful unqualified annual audit.
5. To manage the Foundation's bank accounts.
6. To support the Foundation's Investment Committee.
7. To ensure the Foundation is operating in accordance with the highest governance standards.
8. To provide secretariat support and manage, arrange and record all Trustee meetings, ensuring all actions are followed through.
9. To ensure that the Foundation fulfils its duties under the Charity Commission's regulations and guidance; to manage the filing of accounts, the Annual Return and appointment and resignation of Trustees.
10. To maintain current knowledge of changes in legislation, regulation or accounting policy affecting the Foundation, making appropriate recommendations to the Trustees and implementing any necessary changes.
11. To work with the OnSide Youth Zones' Fundraising Team to:
  - a. ensure appropriate due diligence and donor vetting is carried out; and
  - b. prepare for and secure pledged income following any event hosted by the Foundation.
12. To review grant funding agreements/contracts to which the Foundation is party, negotiating their terms (taking external legal advice as necessary) and making recommendations to the Trustees to enter into such commitments.
13. To manage any such grant funding agreements/contract post execution, ensuring that all funders are stewarded well and all required reports, returns and other appropriate communications are completed on time and to the highest standard.
14. To establish appropriate grant agreements or letters of support with recipients of funding from the Foundation and then liaise with OnSide Youth Zones and/or grant recipients to monitor project performance and compliance with grant conditions, reporting accordingly to the Trustees.
15. To ensure appropriate insurance cover is maintained for the Foundation.



## The Person

You will be expected to demonstrate the following experience, skills, abilities and attributes:

Selection Criteria	Requirement
<b>Qualifications</b>	
Chartered accountant e.g. ACCA or CIMA qualified, or Chartered Secretary	Essential
<b>Experience</b>	
Accounting experience at senior management level	Essential
Preparing management accounts, budget setting and forecasting	Essential
Managing bank accounts and investments	Essential
Preparing for annual audits, within a charity setting	Desirable
Direct experience of a Company Secretary role	Desirable
Working knowledge of Sage, Excel, and other appropriate IT packages	Desirable
Experience or knowledge of working with Charity Accounts	Desirable
<b>Skills, Knowledge and Attributes</b>	
Excellent analytical skills (including preparation and analysis of reports) and the ability to review detailed information to identify and rectify errors	Essential
Ability to work quickly, accurately and to tight deadlines whilst under pressure	Essential
Ability to work under own initiative, and communicate effectively to Trustees, partners and stakeholders at all levels of seniority	Essential
Ability to prepare a range of financial information in a clear and concise manner to colleagues	Essential
Proactive, positive and solution focussed	Essential
Good interpersonal and communication skills	Essential

## Application Process

To apply, please send a CV to [hr@onsideyouthzones.org](mailto:hr@onsideyouthzones.org), with a cover letter (not more than one page in length) or apply via the website; <https://www.onsideyouthzones.org/work-with-onside>.

The successful applicant will be asked to provide contact details of existing clients for the purpose of references and sign a non-disclosure agreement.