

Job Description: Trust Manager

Reports to: Kingdom Way Trust (KWT) Trustees

Location: Eastbourne, East Sussex

1. Objectives of the Job

To take a lead role in development of the Trust and maintain an overview of all 4 current projects of Kingdom Way Trust and any new projects that are started subsequently. Current projects are the Winter Night Shelter, The Bridge, Hope Woodwork and Hope into Action Eastbourne (which also includes Wannock House, a block of 8 flats which we own and manage and which will become part of HiA as existing tenants move on).

The Trust Manager will provide the day-to-day management and support necessary for ensuring these projects operate as smoothly and effectively as possible.

2. Areas of Responsibility

These would include:

- developing future vision and direction with the Trustees, and with them and other staff making strategic and tactical decisions which enable KWT to work towards this vision.
- line managing The Bridge House Leaders, administration and key work support staff, any future HiA staff, Hope Woodwork workshop manager and Wannock House managing agents.
- ensuring KWT staff and volunteers are resourced and equipped for their particular roles.
- fund raising (e.g. making initial contact with and project proposal writing to grant making Trusts; accessing other statutory funding streams such as local and county council, police and crime commissioner etc.; liaising with and resourcing individuals who want to raise money for KWT; occasional speaking engagements in churches). This role would need to be self-financing via fund raising as quickly as possible.
- liaising with other agencies (locally and nationally) and local churches.
- potentially overseeing and developing the business side of Hope Woodwork (see separate Business Manager advert for the kind of thing we would expect). This would also include liaison with the bank, landlord, local authority (e.g. over business rates exemptions), and referral agencies. Keeping the project focused on outcomes and reporting to current funders as required.
- overseeing administration and book keeping for all projects.
- involved in recruiting new volunteers and paid staff as appropriate for all projects.
- providing IT support or ensuring its provision as required
- maintaining the good organisation of Trust records, computer files etc.
- supporting and advising the Trustees in other ways as necessary, enabling them to fulfil their legal obligations.

This is a flexible role which could be started as a part time role and become full time. Remuneration will be in the range £25,000 - £30,000 per annum for a full time 40 hour per week position dependent on experience and qualifications. We would seek to ensure desk space at The Bridge and/or Hope Woodwork but would expect some home-working.