

JOB DESCRIPTION

BUSINESS MANAGER, responsible to the CEO

Salary c. 28-35K pa, depending on experience/6 month contract/ part time appointment (28 hours per week), hybrid role.

Sutton Mental Health Foundation is a well-established local charity serving people in Sutton whose mental health impacts their lives, for over 30 years. We run a wide range of services, including a day service with wellbeing activities and drop in, an Intentional Peer Support service and the Sutton Crisis Café, from our premises in Belmont, Surrey.

We are looking to recruit a Business Manager to support our CEO who, reporting to the Board, is responsible for the overall direction and management of the organisation. The charity will shortly undergo a major recommissioning which will require the CEO's direct focus. We are therefore looking for someone, short term, to support the CEO by relieving them of some of the day to day business tasks.

Main duties of the Business Manager will be:

- Policies and procedures – keep up to date register of policies and risk assessments, coordinate updates of policies and risk assessments, update handbooks, plans and SOPs,
- HR (coordinating recruitment, advertising, contracts, onboarding, Bright HR, pensions, timesheet, appraisal timetable).
- Health and Safety – risk assessments and fire drill
- Coordinating training
- Support for Board – coordinating meeting dates, venues, agendas, papers, minutes.
- Staff meetings & team events - arranging, holding, follow up.
- Publicity and outside promotional events
- Assist with evaluation of services, and monitoring reports for commissioners
- Project support
- Other things as needed

Experience

Essential:

- All of the above (3 years +)
- Organised and self-motivated, good at delivering to deadlines
- Able to work as part of the established wider team.
- Senior management role in organisation with 20-30 staff (preferably a charity or voluntary sector organisation).

Desirable

- Lived or shared experience of mental health.