



Pembrokeshire Care Society

Job Description

Job Title Managing Director, Pembrokeshire Care Society.

Main Purpose of the job

To be accountable for strategic and financial leadership providing direction, vision and innovation for the organisation to ensure it fulfils all aims and objectives.

Relationships

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| Responsible to | The Board of Trustees |
| Responsible for | All of the organisation's employees and volunteers |
| Liaison with | All Stakeholder and Funders Partnership leaders External professional advisers Charities Commission |

Main Responsibilities of the Job

Ensure Pembrokeshire Care Society's constitutional aims are fulfilled and adhered to.

Provide strong leadership to the organisation's employees and line manage the Scheme Coordinators

To manage the organisations financial stability including maintaining and expanding funding streams to meet all financial targets.

Ensure the organisation meets all required compliance and quality standards with reports and monitoring statistics submitted on time.

To manage the submission of tenders for funding and fulfilling the quality and financial targets of the tender specification.

Develop and maintain close working relationships with existing Stakeholders and partners and work to expand the organisation's contacts and activities

Ensure all Pembrokeshire Care Society's policies and procedures are in line with current legislation and appropriate to the needs of the organisation.

Maintain and develop efficient systems to ensure the effective operation of all schemes within the organisation.

Ensure the Trustees are supported and kept advised of the up to date operational and financial situation of Pembrokeshire Care Society.

The above is not an exhaustive list of responsibilities. You will be expected to undertake such other responsibilities as appropriate to the overall objectives of the organisation.