



# ASBF Director

## Job Description

The ASBF is an established charity, proud of the service it provides to current and former members of the Ambulance service in times of need. The ASBF is at an exciting stage of its development. Having been in operation for over 25 years, the Trustees have reappraised the strategic purpose and now wish to raise awareness of the Fund and its work. The creation of this post offers a unique opportunity for the ASBF to expand its scope to meet changing demands. To date the charity has been managed by the Trustees on a volunteer basis.

The strategic purpose of the charity is;

### ***Supporting serving and former ambulance staff and their families in time of need***

The support we provide currently is generally through a financial grant for supporting short term financial crises due to sickness or domestic issues, assistance with mobility and medical equipment, support with convalescence and bereavements. The charity works with other benevolent funds such as SSAFA to deliver support to those in need. It is considered by the Trustees that there is an unmet demand and would like to see an increase in the number of beneficiaries currently provided for.

The ASBF's objectives can be articulated as follows:

- **Raise Awareness of ASBF**
- **Improve well-being of beneficiaries**
- **Increase income**
- **Increase beneficiaries**
- **Develop good & sustainable governance of ASBF**

Sustainable income is a concern for all charities. The ASBF has a challenge to engage serving Ambulance staff and generate additional income through GAYE whilst also seeking other opportunities to enhance its income.

**Job Title: ASBF Director**

**Location.** The post will initially be home based.

**Reporting to:** ASBF Board of Trustees

**Salary:** Circa £24k

**Working hours:** This is a part-time position of approximately 3 days per week on average. Generally work will be carried out during normal office hours. However the pattern of hours may vary to meet operational needs. As the post is UK wide there will be a need for travel and some overnight stays.

**Contract:** Permanent after probationary period (6 months). The post requires a satisfactory DBS check.

**Annual Leave:** 20 Pro Rata days per annum

***THE FUNCTION OF THE DIRECTOR IS TO;***

- Protect the existing work and achievements.
- Maintain and develop existing relationships and partnerships.
- Develop new relationships with public and private ambulance services
- Promote the ASBF to the staff of ambulance services and the public
- Increase the annual fundraising of the ASBF and develop additional funding capabilities
- Take responsibility for the management and administration of the charity within the strategic and accountability frameworks established by the board of trustees.
- Implement the strategic priorities and business plan, setting goals and objectives and potentially managing staff or volunteers in the implementation and ongoing evaluation of these plans.
- Protect the financial health of the organisation; ensuring constitutional, legal and regulatory obligations are met.
- Work with the Chair to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the organisation and to see that the board receives advice and information in a timely, thorough, and appropriate manner.

***SPECIFIC RESPONSIBILITIES AND DUTIES***

The following outlines the core areas of responsibility and specific duties for the ASBF Director.

***1. Promoting the Strategy of the ASBF***

- To represent ASBF in a variety of settings including government, public and private ambulance services and to ensure that all internal and external stakeholders are aware of ASBF strategy, vital activities and success.
- To protect and enhance the reputation of the organisation and at all times model the highest ethical standards.
- To take appropriate steps to protect the organisation from risk, including undertaking an annual risk audit.
- To represent the organisation, including speaking at conferences and participating in national meetings.
- To ensure that ASBF is well profiled in the media and to act as the main spokesperson for the organisation.
- to ensure that the ASBF website is used to maximum effectiveness
- To ensure that an annual review of ASBF activities is undertaken

***2. Leading and managing the organisation***

- To ensure that a long-term strategy, reviewed and approved by the trustees, is in place to guide the organisation in achieving its objectives.
- To ensure the production of appropriate business plans to implement and achieve the strategies agreed by the board having researched the resources needed for the plans to operate effectively.

- To ensure that ASBF has the right management systems and structures to carry out its work effectively, accountably and safely.
- To build the internal structure of the ASBF with volunteers from regions and Station champions
- To communicate with all stakeholders on a regular basis to continue the promotion of the ASBF.

### **3. *Exercising financial stewardship and governance***

- To ensure, with the support and assistance of the Honorary Treasurer, that the annual budget and projected income and expenditure are set, monitored and regularly assessed.

### **4. *Overseeing income generation***

- To work with Honorary Treasurer and Trustees to ensure income targets are set, effective fundraising strategies and activities are implemented and that the organisation is able to capitalise on its income generation activities.
- To target serving ambulance staff for Give as You Earn
- To assist in the formation of marketing materials and ensure that they accurately represent the vision, mission and values of ASBF.
- To meet with key stakeholders regularly ensuring those supporters are kept up to date with the work of the fund and they are recognised for their contributions.
- To research new funding sources.

### **5. *Working with the Board of Trustees***

- To support the Chair and the Board of Trustees in formulating and regularly reviewing the organisation's vision, mission and values.
- To develop, in partnership with the trustees, a long-term strategy for the organisation within the vision, mission and values established by the board.
- To review and develop, with the board, the organisation's policy proposals and activity and adequately monitor annual plans, targets and performance.
- To report to the board on organisational progress, providing information on targets and organisational performance.
- To establish, with the Chair, the annual calendar for board and subcommittee meetings.
- To support the Chair, in suggesting development opportunities and the recruitment of new trustees when appropriate.
- To ensure that ASBF is in a position to fulfil its financial obligations under the Company and Charity Laws.
- To ensure that the annual accounts and Directors' report are completed, audited, approved by Trustees, and submitted to Companies House and the Charity Commission annually.