



Job Title: Manager, Smart Works Edinburgh
Reporting to: Chair, Smart works Edinburgh
Based in: City Centre, Edinburgh
Salary: £25'000 – 28'000 full time and permanent.

To start asap in February/March 2018

About us

Smart Works Edinburgh is part of Smart Works Charity, a UK charity that provides high quality interview clothes, styling advice and interview training to women in need. We give women the confidence, the self-belief and the practical tools they require to succeed at interview and start a new chapter in their life. We are incredibly proud that after a visit to Smart Works, over one on two of the women we are able to contact go on to succeed at their job interview.

Smart Works started in one location in London. We carefully built our understanding and expertise until we were ready to open in other locations, and could take our service to help more women. We are now operating in Edinburgh, Manchester, Reading, and have recently opened in Birmingham.

Smart Works Edinburgh, launched in June 2014 to bring this service to women in our region. 3 years in, we are at an exciting point in our growth, and so are looking for a hard-working, proactive and talented individual to manage all aspects of our Edinburgh operations and work closely with a variety of audiences including our clients, referral partners, corporate organisations, trustees and volunteers, to deliver our continued success.

At the core of the Smart Works service is a two-hour appointment, during which time each woman receives a complete outfit of high quality clothes (theirs to keep) and dedicated one-to-one interview training. This short intervention has a significant impact as our clients start believing in their own ability to succeed.

All our service delivery (the dressing session and the interview coaching) is delivered by trained volunteers. Our volunteers are all highly skilled and dedicate their time to helping our clients succeed. Their reward is seeing the impact of unlocking a woman's confidence, and finding out that the woman they saw has gone on to succeed at interview and move on with her life.

About the role

A fantastic new opportunity has arisen for a Manager to run our Edinburgh service. As the key member of the Smart Works Edinburgh staff, reporting to the Board, the role will require a self-starting and proactive approach, excellent organisational skills and the ability to take sole responsibility of all aspects of management of our Volunteers and admin staff in the Edinburgh office. The right candidate will be able to build strong working relations with our Chair and Board of Trustees, Edinburgh staff as well as staff of Smart Works HQ (one of whom is based in the Stockport office). There will be a lot of interaction with a diverse group including clients, referral partners (for

example Job Centre Plus and Work Programme Providers), corporate and retail audiences and our dedicated team of skilled volunteers, as well as manage the administration of the growing office.

A highly organised and positive individual, you will be passionate about empowering women to thrive in work and life. You will be a strong communicator, both verbally and in writing, be able to multi-task, think on your feet and bring a determination to meet our aim of helping as many women as we can back into work. You will be confident in using IT to manage operations and produce reports. Overall you would relish the opportunity of taking our charity to the next stage of its development with all the challenges that it will entail.

The role would be based in our Edinburgh office, and it is anticipated that there will be some evening and weekend work.

Smart Works Edinburgh is part of Smart Works Charity, and there will be some travel to London and liaison with the HQ team to support on induction, training and participation in regular meetings, phone calls and conferences with other Smart Works centres across the UK.

Please apply with a covering letter along with a CV to Laura Dalby, our UK Head of Licensees: laura.dalby@smartworks.org.uk.

Requirements:

	Essential	Desirable
Skills and Abilities	<ul style="list-style-type: none"> • Capable of taking sole charge of a busy office & working independently • A self-starter with a strong track record in being proactive and flexible, developing & maintaining systems, protocols and relationships • Excellent expressive writing skills, particularly 'writing for purpose' e.g. board reports, fundraising applications, newsletters, and for media • Creativity, imagination and entrepreneurial attitude towards fundraising • Financially aware, with the ability to interpret basic financial accounts for reporting purposes • Excellent organisation, communication and interpersonal skills • Ability to influence others with excellent oral, written and presentation skills • Computer-literate with good working knowledge of Microsoft Office, Excel, Word and databases • Capable of working under pressure and managing own workload to meet deadlines • Understanding and skills in social media and newsletter communications 	<ul style="list-style-type: none"> • Ability to work with autonomy and as part of a team • Experience of recruiting, supervising and working with volunteer teams

	<ul style="list-style-type: none"> • Ability to research and administer funding applications • 	
Experience	<ul style="list-style-type: none"> • A proven track record of strong administration or project management experience, with ability to take ownership of workload • Experience of recruiting, supervising and leading a team • Demonstrable track record of meeting targets and deadlines • Senior management level • Track record of building relationships with key people in an organisation • Event organisation and delivery 	<ul style="list-style-type: none"> • Experience in generating income from a variety of sources including Trusts, Foundations and the Community • Experience of gaining corporate sponsorship • Volunteer management
Personal Attributes	<ul style="list-style-type: none"> • Ability to maintain energy, drive and positivity over intense periods of work • Creative approach to problem solving • Resilience, particularly when faced with setbacks & challenges • Excellent interpersonal skills and strong networker who can build effective relationships • Passionate about empowering women to thrive in work and life 	

This job description is subject to amendment from time to time within the conditions of employment as per the needs of Smart Edinburgh.

All post holders are expected to support Smart Works Edinburgh vision, aims and objectives and embrace its ethos of helping women in Scotland gain employment.

Time Scales:

- Closing date for applications will be **Monday 15th January 2018**
- Successful candidates will be invited to first interviews w/c 22nd January 2018
- Second round interviews will be held w/c 29th January 2018
- The role will start on end of Feb/beginning of March

Terms and Conditions:

- Salary: £23 000 - £28'000 per annum
- 25 days holiday per annum (plus bank holidays)
- This role will require occasional evening hours and some weekend work