

# Liquid Therapy

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## *Job Description – Manager*

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### **Overview**

The role involves the management of all operational activity of the charity according to the strategic direction provided by the Board of Trustees. The Manager will be responsible for overseeing and coordinating all aspects of the charity. Key components of the role are the management of staff and oversight, implementation of the strategic plan; monitoring income and expenditure and fundraising; liaising with key stakeholders and reporting to funders and partners.

### **Responsibilities**

- To manage all operational activity of the charity according to the strategic direction provided by the Board of Trustees.
- To be responsible for aspects of staff and volunteer management, including recruitment and supervision.
- To be responsible for all aspects of service delivery, grants and performance, including monitoring and reporting KPI outcomes to funding bodies and donors.
- To report to the Board of Trustees, providing Board reports and accurate, up to date information pertaining to contracts and new business.
- To be responsible for all aspects of business development including identification of funding opportunities and submissions.
- To maintain existing and develop new partnerships with statutory, voluntary and private sector organisations.
- To develop and maintain policies and procedures and produce the annual report in accordance with the board's strategic direction.
- To be responsible for the development and maintenance of frameworks around new and existing programmes.
- Control and manage all expenditure in accordance with agreed budgets.
- Undertake any other related duties as required for the successful delivery of Liquid Therapy programmes.

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## *Specifications - Manager*

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### Essential criteria

- Minimum 5 years experience in working in management in the community and voluntary sector or other related field.
- Bachelor's degree in a related field (e.g., Recreation Therapy, Occupational Therapy, Special Education) or equivalent experience and other related qualifications EG: surf instructor, Beach lifeguard, First aid, etc.
- Proven experience in project management, preferably in the field of surf therapy or a related area.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Experience in managing and supervising a team.
- Experience of writing reporting and communicating with internal and external stakeholders.
- Familiarity with grant writing and fundraising.

### Desirable criteria

- Bachelor's degree in a related field (e.g., Recreation Therapy, Occupational Therapy, Special Education) or equivalent experience and other related qualifications EG: surf instructor, Beach lifeguard, First aid, etc.
- Passion for surfing, outdoor activities, and promoting mental health and well-being.
- Strong knowledge of surf therapy principles, practices, and safety protocols.
- Experience of communications via social media, website management and other communications related activities.

### Specifications

Reporting to Board of Directors. Based between Liquid Therapy office and Liquid Therapy Surf Centre at Rosstown Beach. 37.5 hours per week.