**SWAP’ra General Manager – Job Description**

**Post Title:** Administrator/General Manager

**Hours:** 1 day per week of activity, flexibly delivered

Initial 6 month contract with possibility for renewal subject to funding

**Day Rate:** £150 - £175

**Location:** Home working (UK base)

**Responsible to:** SWAP’ra Board of Trustees

**Closing date:** 12 October

**Interviews:** Online, Week commencing 18 October

SWAP’ra seeks a pro-active and experienced General Manager to work with the Senior Management Team to develop and deliver the SWAP’ra programme, including fundraising, to provide general administrative support for the charity, and to support the Board in fulfilling their governance responsibilities. Specific tasks include:

* Scheduling regular Senior Management Team meetings, taking minutes and following up actions;
* Coordinating the regular Newsletter/What’s On mailings;
* Liaising with the Chair to schedule and run Board meetings, work with the SMT to prepare papers, take minutes;
* Supporting the SMT to develop longer term strategy as well as specific project proposals and budgets;
* Researching and preparing fundraising proposals including budgets;
* Providing general administrative support, for example preparing and processing invoices, payments, subscriptions, banking;
* Keeping policies up to date and ensuring compliance with GDPR and other relevant legislation;
* Ensuring Charity Commission reporting is up to date.

This is not an exhaustive list and other duties may be required as mutually agreed.

SWAP’ra is an inclusive organisation and welcomes applications from people of all backgrounds, age groups and cultures. This is a home-based role and flexible working hours can be agreed to accommodate childcare and other responsibilities.

**To apply,** send a CV, along with a covering note outlining your suitability for the role, to: [cathy@swap-ra.org](mailto:cathy@swap-ra.org)