



January 2021

Bridging the Gap, Director Candidate Information Pack

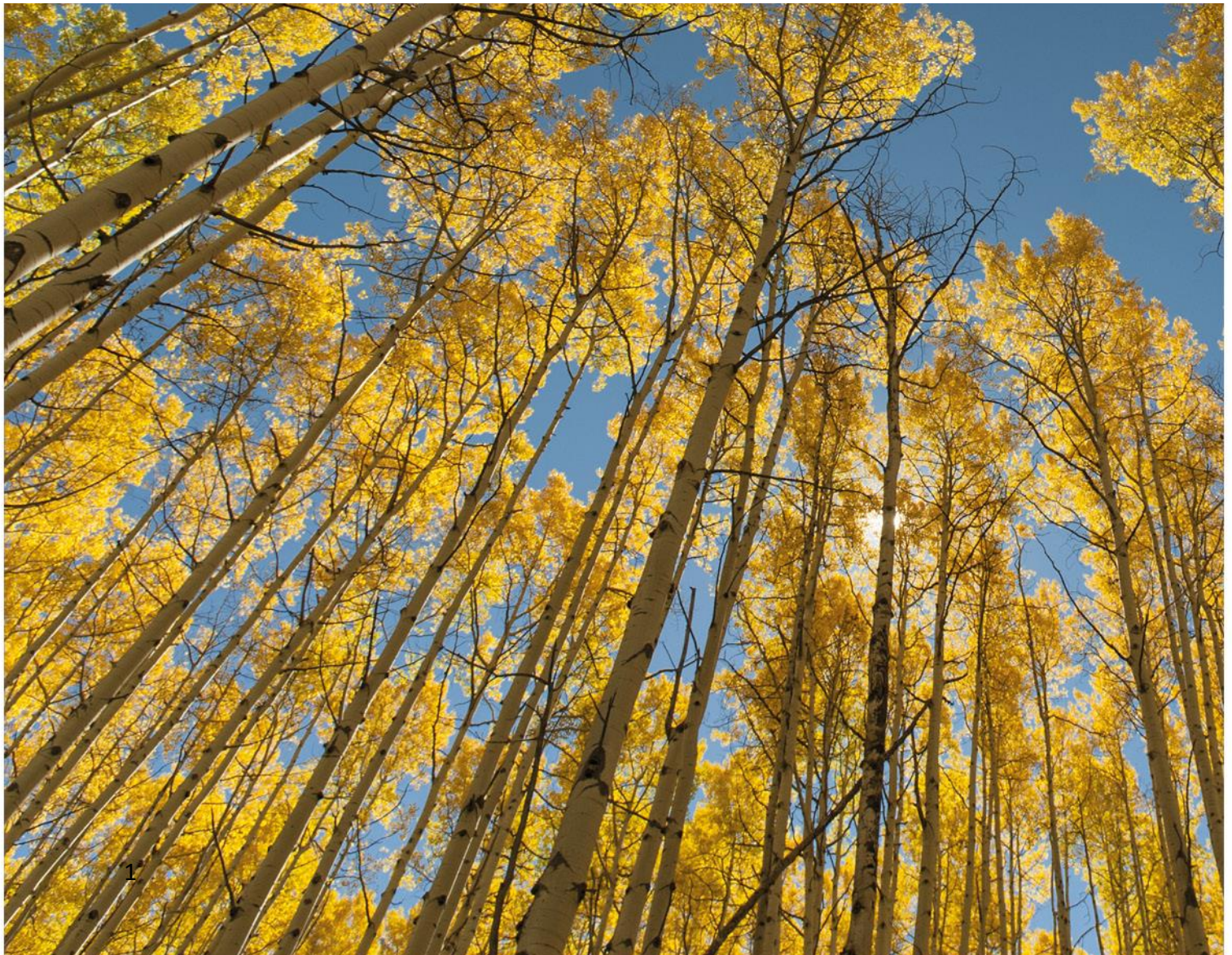
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Director

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About Bridging the Gap

Bridging the Gap, established in 1998, is a charity based in the Gorbals, Glasgow. Building relationships across diversity is at the core of all our work, which includes young people, families and people from different backgrounds, faiths, and cultures.

Community-led and volunteer supported, Bridging the Gap is recognised across Scotland for its innovative, exciting and challenging work in inclusivity and cohesion, integration, tolerance, schools transition, tackling sectarianism, and building community.

The *Community Inclusion* component of our work brings people together to build community, regardless of age, gender, race, faith, or immigration status. Activities, which rely strongly on volunteer support and active participation, include a weekly drop-in (BIG Thursday), a monthly community meal (Come Dine With Us), community baking (High Rise Bakers), events (e.g. International Women's Day, Refugee Week, Gorbals Fair), ongoing engagement and leadership within the third sector, and providing practical support to whoever may need it.

Our *Young People* project strand is primarily based in schools, and provides a range of programmes, including P7 to S1 school transition support, personal development, volunteering, and inter-year mentoring. These are all centred around encouraging and supporting the participants to become more responsible, aware and confident, and offering the chance to look at issues that have shaped who they are, as well as who they may become.

The *Families* strand provides opportunities for younger children, including Baby and Toddler groups, BIG Messy Play as part of our drop-in activities, and trips and activities involving older children during school holidays.

Further details of Bridging the Gap's work, including the latest Annual Report, is available at bridging-the-gap.org.



Mission Statement

Bridging the Gap aims to work across divides which are apparent in the community, providing opportunities for people to discover common ground.

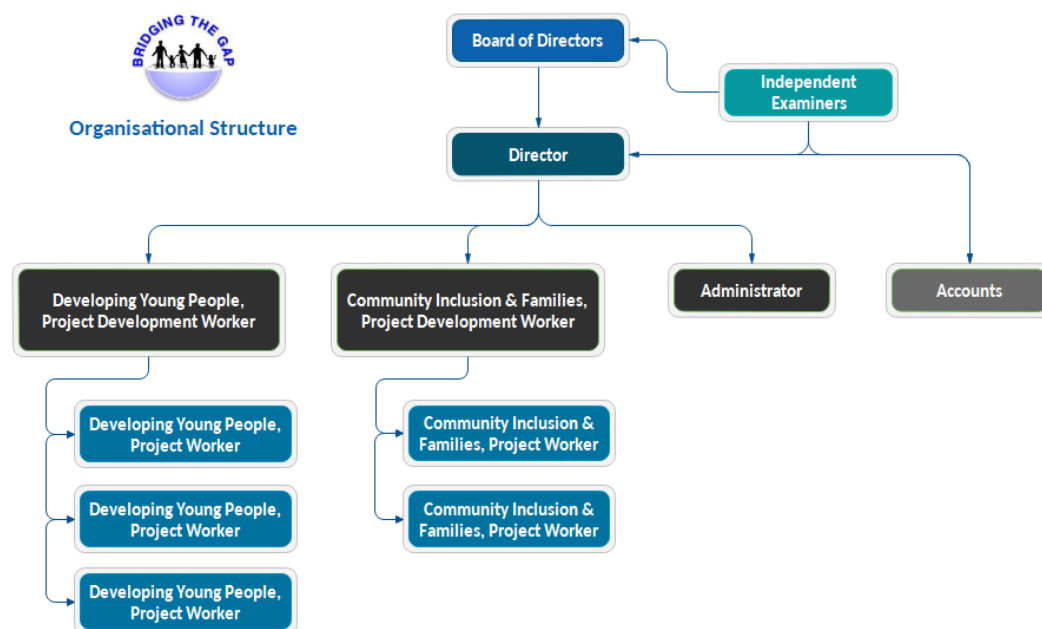


Purpose Statement

The purpose of Bridging the Gap is:

- To build positive relationships across the divides, with particular reference to: integration of Black and Minority Ethnic (BME) community, and the transition from primary to secondary schools.
- To value the humanity and nurture the potential of every individual, and, where appropriate, provide practical support.
- To celebrate the good in our community, by providing the opportunity for people of diverse backgrounds to discover their common ground, overcoming racism, sectarianism, territorialism and isolation.

Organisational Structure



Board of Trustees

Chairperson: Rev Ian Galloway
Treasurer: Robert Gillies

Trustees:

- Patrick Barbour
- Dr Pam Green
- Victoria Heaney
- Jatinder Kang
- Marie Laidig
- Katherine Longmuir
- Elsie Mackie
- Jacqueline Stockdale

Bridging the Gap, Director - Job Description

Salary: £32k - £35k

Management and Strategy (35% of time)

- Overall responsibility for the day-to-day running of the organisation
- Management of the office, including human resources, health and safety, security, risk assessments, data protection etc.
- Directing, supervising and delegating duties to staff across all program strands
- Providing guidance and support for staff as needed
- Attending regular meetings with the program teams
- Conducting annual appraisals for all staff
- Identifying and providing necessary training for staff, including external opportunities
- Ensuring that all policies and procedures are implemented throughout the organisation
- Planning organisational strategy days for both staff and board members
- Overseeing the implementation of the strategic plan and ensuring the organisation operates within the parameters of the mission and purpose statements

Governance (15% of time)

- Coordinating the collation of all necessary reports and papers for board meetings
- Attending board meetings, including producing and presenting a summary of organisational activities since the last meeting
- Taking primary responsibility for awareness of external and legal changes, and internal requirements, in relation to the drafting and updating of organisational policies, then liaising with the board to ensure that all policies and procedures are current and appropriate, and all statutory and legal requirements met (e.g. Companies House, OSCR, GDPR, Child Protection)
- Helping to recruit new board members, and providing induction training

Financing, Fundraising and Reporting (20% of time)

- Liaising with the Bookkeeper and Treasurer on a weekly basis to ensure payments are processed
- Fundraising, including overseeing the sourcing potential donors, monitoring and evaluating current projects, and ensuring all reporting obligations are met
- Setting the yearly budget, in collaboration with the Bookkeeper and Treasurer
- Monitoring costs against the budget, ensuring all necessary budget lines/donor stipulations are met
- Overseeing the finalisation of the annual accounts, and liaising with the independent examiners to ensure all relevant information is received

- Attending Board and staff fundraising and finance sub-group, as required
- Co-ordinating the completion of the annual report, and overseeing the organising of the AGM

Community Outreach and Networking (*15% of time*)

- Representing Bridging the Gap to all associated organisations and groups, e.g. Gorbals 3rd Sector Forum, Poverty Alliance, Poverty Truth Community
- Promoting the ethos of Bridging the Gap locally, regionally and nationally, including with the Scottish Government, Food Justice Faith In Community Scotland meetings etc.
- Attending relevant conferences, cultural events, gatherings etc.
- Supporting the management, training and inclusion of volunteers

Project Implementation and Planning (*15% of time*)

- Direct delivery of assistance to members of Bridging the Gap and those from the local community as required, including signposting, administrative support, food insecurity prevention etc.
- Overseeing and regularly attending Bridging the Gap's community-based projects, including BIG Thursday drop-in, Baby and Toddlers group, High Rise Bakers and Come Dine with Us community meal
- Overseeing and occasionally attending Bridging the Gap's schools-based projects, including the annual awards ceremony
- Overseeing the planning and implementation of summer holiday trips and events
- Overseeing the organisation of the annual storytelling weekend
- Overseeing the planning of relevant Bridging the Gap events, including the Christmas Party and International Women's Day, and other events in collaboration with local and national partners, including Refugee Week Scotland, Gorbals Fair etc.
- Planning and organising the 17th October UN Eradication of Poverty event in collaboration with ATD 4th World, City Mission Choir and Poverty Truth Community

Bridging the Gap, Director – Person Specification

PERSON SPECIFICATION	
<i>Qualifications, Professional Experience:</i> Essential	<i>Qualifications, Professional Experience:</i> Desirable
Degree in management, finance, social science or related subject, or degree-equivalent professional experience	Additional (ideally postgraduate level) qualifications in community development, social work, law, policy, education, or related subject
Significant experience of line-management and leadership, with at least three years in a senior position	
Previous experience working in a relevant third-sector organisation (e.g. with asylum seekers and refugees, in schools, in community development, and/or cross-cultural organisations) and/or having been a volunteer within community-based organisations	
Significant experience of developing and implementing organisational policies, meeting legal requirements, preparing risk assessments, proposals and reports	Experience of OSCAR filing, Companies House, Charities SORP, GDPR etc.
Significant experience of governance and reporting to a Board of Trustees, advising and supporting their discussions, and acting upon/implementing their decisions	Experience of serving on the board of a third sector organisation
Excellent financial management and budgeting skills, including proven ability to devise strategic project budgets and to manage, monitor and report on income and expenditure effectively	An understanding and knowledge of tax and legal issues affecting development in the charities sector
Experience of sourcing and securing funding, and maintaining strong donor relations	
Excellent communication skills and the ability to engage/build relationships with a wide range of stakeholders	Marketing, PR, social media and third-sector networking experience

<i>Qualifications, Professional Experience:</i> Essential (cont.)	<i>Qualifications, Professional Experience:</i> Desirable (cont.)
Understanding of the professional and cultural challenges currently facing community-based organisations, and the wider voluntary sector	Prior awareness of the work of Bridging the Gap, their partner organisations, and the community development sector in Glasgow
Proven ability to manage, motivate and professionally develop staff	
Strong experience of organisational, and project-specific, monitoring and evaluation	Experience of leading strategic planning, change management, and/or organisational development initiatives
Excellent written and oral communication skills	
Eligible to work in the UK with no restrictions	
Membership of the Disclosure Scotland PVG (Protecting Vulnerable Groups) scheme	

<i>Skills, Abilities, Attributes:</i> Essential	<i>Skills, Abilities, Attributes:</i> Desirable
Commitment to the organisation's values and mission	Diverse practical experience of poverty reduction, social justice, cross-cultural understanding, refugee/asylum seeker outreach and/or interfaith dialogue and understanding
A commitment to asset-based, community-led, community development and evaluation, and dignity-led poverty reduction	
Strong leadership skills and ability to tactfully, confidently and diplomatically address internal and external issues	Ability to support, nurture and inspire staff and members to achieve their potential for the betterment of the community
Ability to set clear goals and objectives. Commitment to continuous improvement, life-long learning, and proactive in seeking relevant opportunities	

Skills, Abilities, Attributes: Essential (cont.)	Skills, Abilities, Attributes: Desirable (cont.)
Personally and professionally resilient, driven, adaptable and proactive, with the ability to build meaningful, trusted relationships	
Open-minded, inclusive, flexible and objective, with strong listening skills	
Ability to work independently and as part of a team, including willingness to work occasional anti-social hours and evenings	



Timetable

Longlist interview: Thursday 18th or Friday 19th February 2021

Panel interview: Thursday 25th or Friday 26th February 2021

Enquiries

For a confidential discussion about the role please contact Catriona Mackie, Director of Aspen People, on 0141 212 7555.

Application

To apply for this position please upload a CV and supporting statement at the following link:

[Bridging the Gap - Director](#)

We would also ask that you complete the Equal Opportunities Monitoring Form and email this to clientpartners@aspenpeople.co.uk

Equal Opportunities Monitoring Form - **download here**

If you have any queries about the application process please contact Katy or Kelsey on 0141 212 7555.

attract and secure exceptional
leadership talent.

Contact

Catriona Mackie
Director
0141 212 7555
cmackie@aspenpeople.co.uk

