

**JOB DESCRIPTION (Responsibilities include, but are not limited to, the following):**

<p><b>Fundraising</b></p> <ul style="list-style-type: none"><li>- Continually scan for new funding streams.</li><li>- Apply to funders using appropriate platforms (website/application form/letter/email) and within timeframes.</li><li>- Manage fundraising data.</li></ul>	<p><b>Bursaries</b></p> <ul style="list-style-type: none"><li>- Advertise opportunities throughout Devon.</li><li>- Check criteria and identify young people suitable for interview.</li><li>- Book interview venue.</li><li>- Arrange interview programme and notify young people of outcome.</li><li>- Co-ordinate selected courses with Outward Bound for successful candidates.</li><li>- Close liaison with candidates/parents/guardians/key workers to ensure arrangements are in place for courses.</li><li>- Monitor evaluative information and outcomes from young people upon their return from their course as well as feedback from parents/guardians/key workers.</li></ul>
<p><b>Finance</b></p> <ul style="list-style-type: none"><li>- Manage accounting records.</li><li>- Manage and reconcile Bank Accounts.</li><li>- Year-end preparation.</li><li>- Liaise with External Auditor.</li><li>- Presentation of Accounts at AGM.</li><li>- Collection of bursary deposits.</li><li>- Setting up online payments and banking of receipts.</li><li>- Ensure Financial Management &amp; Controls are followed and regularly reviewed.</li><li>- Undertake Gift Aid submission online.</li><li>- Ensure all bank/investment mandates are kept up-to-date.</li><li>- Responsible for submission of personal tax return to HMRC.</li></ul>	<p><b>Report Writing/Newsletter</b></p> <ul style="list-style-type: none"><li>- Produce evaluative report for Trustees.</li><li>- Produce an Annual Newsletter.</li></ul>

continued .....

<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>- Preparing AGM agenda and any other meetings as deemed necessary together with supporting papers and circulate to Trustees.</li> <li>- Preparation of Annual Report.</li> <li>- Minute-taking and reporting during meetings and subsequent write up and circulation of minutes and actions.</li> <li>- Liaison with University of Plymouth regarding presentation of annual 'Navigation Award' at the time of the Trust's AGM</li> </ul>	<p><b>Charity Commission</b></p> <ul style="list-style-type: none"> <li>- Check Charity Commission regulations are followed and annual submission is carried out online.</li> <li>- Ensure Trust details are kept up-to-date on Charity Commission website.</li> </ul>
<p><b>Website</b></p> <ul style="list-style-type: none"> <li>- Maintaining up-to-date information on Trust's Website and liaise closing with Outward Bound.</li> </ul>	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>- First point of contact for the Trust, responding to queries by email and telephone.</li> <li>- Work within guidelines of GDPR maintaining confidential records.</li> <li>- Ensure Trust Policies are followed and regularly reviewed in conjunction with professional bodies.</li> <li>- To ensure the correct level of Child Protection Training is undertaken.</li> <li>- Full Enhanced DBS checks will be requested.</li> </ul>