

## Job Description Regional Manager

<b>REPORTS TO:</b> Director of Operations	<b>DATE:</b> October 2020
<b>DEPARTMENT:</b> Operations	<b>LOCATION:</b> Home Based
<p><b>PURPOSE OF THIS POSITION:</b></p> <p>To be the regional representative for Crimestoppers, with specific responsibility for:</p> <ul style="list-style-type: none"> <li>• Delivery of local/county/regionally specific crime-based campaigns in partnership with law enforcement agencies, local committees and volunteers.</li> <li>• Coordination of cross border and national activity in support of ROCUs, the NCA and other bodies such as the GLAA.</li> <li>• Identifying and maximising funding opportunities for our charity including RM post, that of Fearless workers and for Business Development.</li> <li>• Enabling volunteer committees to develop so they can operate effectively and achieve their full potential.</li> <li>• Crimestoppers' spokesperson for media interviews in the region covered.</li> </ul>	
<p><b>MAIN RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• In order to support Police/PCC/Government crime reduction strategies and increase understanding of operational activity through police intelligence; establish and maintain effective relationships at an appropriate level with: <ul style="list-style-type: none"> <li>○ The Executive teams of regional/local law enforcement, including OPCCs, Chief Officer teams, Directors of Intelligence or equivalent and Force Communications teams.</li> <li>○ GAIN co-ordinators, relevant ROCU (Regional Intelligence) and Government Departments, and Police Serious Organised Crime team or equivalent (attending meetings where relevant).</li> <li>○ Key strategic partners and stakeholders such as Local Authorities, Community Safety and Crime Reduction Partnerships.</li> <li>○ Local key Police contacts such as District Commanders and Heads of Crime.</li> <li>○ Regional and local media leads including print, radio and television.</li> </ul> </li> <li>• Project manage campaigns through the entire life-cycle from identifying funding to project evaluation, ensuring the necessary approval and documentation is in place. This includes co-ordinating regional campaigns, which exceed a gross value of £5,000, ensuring liaison with the relevant Head Quarter teams.</li> <li>• Identify development leads in the region from the public, private, and third sector, and maintain a productive relationship with the Business Development team ensuring two-way communication including: <ul style="list-style-type: none"> <li>○ Holding meetings or as and when necessary.</li> </ul> </li> </ul>	

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- Reviewing progress at half yearly meetings.
- Manage and monitor budget for cost centre and funded projects.
- Preparation and submission of a range of reports including funding bids, campaign proposals, evaluation reports of completed work, and quarterly and annual impact reports to key funders.
- Support Committee performance, working closely with the respective Chair and the Volunteer Manager, by:
  - Implementing Crimestoppers' policy on volunteer management.
  - Assisting in the recruitment and training of volunteer committee members where no Chair is in place. Recruitment must ensure diversity and inclusion is promoted in consultation with the committee Chair and regional Advisory Board representative.
  - Facilitating the appointment of the officers of the committees (i.e. Chair, Vice Chair) and any other agreed appointments in conjunction and with support of the Volunteer Manager.
  - Acting as temporary committee Chair when necessary, ensuring an appropriate replacement is appointed as soon as possible.
  - Providing professional advice and assistance to Chairs on marketing, fundraising and other charity related activity; ensuring compliance of policy and any legal requirements.
  - Liaising with regional Advisory Board representatives to establish and achieve regional goals which complement local activity (including the production and periodic review of wider regional volunteering plans).
  - Meet regularly with individual Chairs, to ensure committees are effective and develop their own strategy and/or business plan, working to their local objectives.
  - Advise committee Chairs on reward authorisation and payment procedures as required.
- Ensure compliance of Crimestoppers' policy, requirements of the Charity Commission and compliance with the law and its regulations.
- Line management of any Fearless (youth project) worker/s for region where funding is secured or already in place, working with full support of the Youth Projects Manager.
- Delivery of inputs/presentations relating to Crimestoppers/Fearless to relevant groups, partners, agencies and community organisations.
- Undertake any task that is reasonable and in keeping with the nature of job description including those mentioned in essential and desirable skills section.

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<b>SPECIFIC DIMENSIONS OF THE ROLE:</b>			
<b>Budget-holder</b>	Yes	<b>Line Management Responsibility</b>	Yes (if Fearless worker funding secured)
<b>Out of Hours Requirements:</b> Occasional within the remit of the Regional Manager post (e.g. attending meetings/events/media interviews).			
<b>Main Contacts:</b> Director of Operations, Regional Manager Team, MarComms, Youth Projects Manager, Volunteer Manager, Volunteers, Partners.			

<b>SPECIFIC SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS REQUIRED:</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to spend time away from home to meet the needs of the role.</li> <li>• Ability to work unsociable hours in line with the needs of the role.</li> <li>• Ability to work to tight timescales, and to work within pressurised time critical and decision-making scenarios.</li> <li>• Project management i.e. scoping planning, implementation and delivery of projects.</li> <li>• Budget management experience.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of lone working (position is home based).</li> <li>• Experience of working with the commercial/ statutory sector in relation to campaigns/ media.</li> <li>• Experience of working with volunteers and the third sector.</li> <li>• Ability to liaise with senior and junior management within organisations to deliver relevant outcomes.</li> <li>• Basic knowledge of policing practice.</li> </ul>

<b>COMPETENCY FRAMEWORK:</b>		
	<b>Competence</b>	<b>Level</b>
<b>People</b>	<b>People Management</b> Enables staff/others to perform well and to develop	<b>2</b>
	<b>Teamwork</b> Collaborates with and supports others to produce better results	<b>1</b>
	<b>Managing Customer Relationships</b> Develops effective relationships with callers, service users. Stakeholders, partners and colleagues	<b>2</b>

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Performance	<b>Business Awareness</b> Understands Crimestoppers purpose and goals and their relevance to own role	2
	<b>Decision Making</b> Assesses the extent and scope of a problem or issue and decides what action to take	2
	<b>Deliver Results</b> Does what needs to be done to get the right outcome at the right time	2
Personal	<b>Leadership</b> Provides a positive influence and demonstrates integrity.	2
	<b>Communication</b> Uses a range of methods to present a professional image of self and Crimestoppers	1
	<b>Continuous Improvement</b> Takes responsibility for self-development and be accountable for own actions	2

#### COMMENTS:

The job description reflects the key accountabilities of the role, but these may vary from time to time according to the needs of the Charity, and you may be asked to undertake any task that is reasonable and in keeping with the nature of your role and your skills and experience.