

## Job Description and Person Specifications 2023/2024

**Job Role:** Team Leader

**Salary:** £28,000 - £30,000 (pro rata) depending on experience

**Hours:** 22.5 hours – worked flexibly across Monday to Friday

**Location:** Head Office Crawley, West Sussex or hybrid

Building Heroes is a Queens award-winning charity based in West Sussex operating nationally to provide military service leavers, veterans and family members with construction skills training and employment support across England and Wales.

The charity receives more than 1900 applications a year from military personnel providing construction skills to service leavers and military family leading to successful employment opportunities.

The charity is approaching their tenth year and in a period of growth. To support expansion the charity is looking for someone who shares the charity values, honesty, integrity, collaboration, respect, and a self-motivated individual with an excellent track record of successful team leadership.

### Job Role:

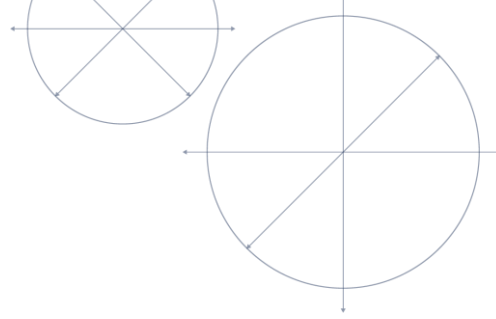
We are looking for an experienced team leader to provide effective guidance and manage our national team of Centre Coordinator and Academy Leads. You will be responsible for supervising, motivating and training our team and retaining our long-term partnerships with our delivery partners. Whilst this is primarily an office-based role, travel will be required to visit our employees and delivery partners across England and Wales.

As a team leader, you will be the daily point of contact for the Centre Coordinates and Academy Leads, so your communication and administrative skills should be excellent. You should also be able to act proactively ensure smooth team operations and effective collaboration.

The candidate should have exemplar administrative skills to carry out the issuing of contracts, have a good eye for detail and be able to meet deadlines to support the launch of new academies.

As a charity our collective team should be proactive in generating funds. The ideal candidate will have had some experience in fundraising and support the team in organising and running regional activities to generate funding to support the charity.

Ultimately, you should lead by setting a good example and engage team to achieve goals.



## Person Profile:

The role would suit a self-motivated individual with a positive personality who enjoys a fast-paced environment. They should be articulate, driven customer focused with excellent organisational, communication and inter-personal skills. The individual must have the ability to multitask, be enthusiastic, outgoing and approachable. A flexible approach is essential with a willingness to travel and access to use of a car.

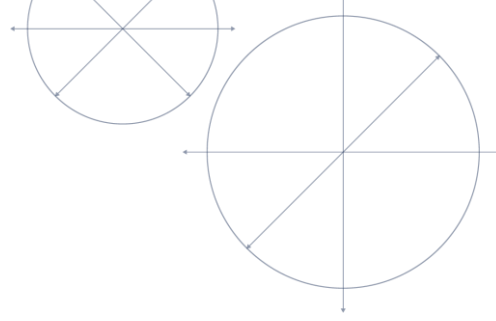
This is a challenging but rewarding role in a fast-paced environment. Individuals will be expected to use their own initiative, be proactive, engage in fundraising activities, meet targets and adapt to the changing needs of the charity, as required. They will have the ability to identify opportunities with confidence to start conversations with prospects partners.

## Responsibilities:

- Create an inspiring team environment with an open communication culture
- Set clear team goals
- Delegate tasks and set deadlines
- Oversee day-to-day operations
- Monitor team performance
- Meet and report on targets and outcomes
- Motivate team members
- Identify any training needs of the team and provide coaching if appropriate
- Listen to team members' feedback and resolve any issues or conflicts
- Recognise high performance and accomplishments
- Encourage creativity
- Create an inspiring team environment with an open communication culture
- Sustain and renew delivery partnerships
- Coordinate and manage all contracts, funding paperwork, data and communication
- Coordinate fundraising / sponsorship events to meet fundraising targets regionally
- Attend all team meetings

## Essential Skills:

- Have an understanding and support grants outcomes
- Proven work experience as a team leader or supervisor and project management
- In-depth knowledge of performance outcomes
- Excellent communication and leadership skills
- Organisational and time-management skills
- Excellent administration skills
- Decision-making skills
- English and Maths Grade 4 and above



- Management/Professional qualification desirable
- Good commercial awareness
- Knowledge of Microsoft products (Teams, Outlook, Word, Excel, PowerPoint and SharePoint)

## **Enhanced Employee Opportunities:**

- Benefits and flexibility
- Healthcare policy\* (after qualifying period)
- Flexible hours across Monday to Friday
- Varied opportunities
- Shared values

**August 2023**