



Job Description	
Job Title: Business Manager	Section: Aspire Foundation
Work Location: Cheltenham and Tewkesbury primarily, but could include any site operated by Aspire	Grade: 10 Spinal Points 37 to 40
Reporting to: Executive Headteacher	Reporting to Job Holder: Business team (including Data, Finance, HR and IT)
Date of issue: Spring 2024	
<p>Job Purpose:</p> <ul style="list-style-type: none"> To realise Aspire Foundation's vision that children, families and communities are supported to <i>aspire and achieve</i>. Work with the Executive Head, Strategic Leads (Family Support and Early Years) to seek new business opportunities to develop the Foundation and secure a long-term sustainable future for the organisation. To expand and quality assure the business, pursuing partnerships, new contracts and funding streams that will improve outcomes for children and families. To provide support to the Directors, and Executive Head by ensuring effective infrastructure, administrative functions and support systems are in place to facilitate the smooth day to day running of the children and family centres and nurseries. To manage external contractors to ensure accountability and performance against agreed outputs and objectives. Lead and develop the business team, utilising a project management framework to drive the business forward, ensuring objectives are met and priorities are on track. Prepare and monitor the Foundation budgets and highlight any risks and opportunities to the Senior Management Team and Board of Directors Be pro-active in seeking and delivering opportunities to drive current good practice and high-quality delivery of children's services forward; setting direction, building teams and resources to help children and families achieve their potential through education and family support. Maximise positive impacts on children and families through partnership working, leadership, innovation and delivery of key contract targets. As part of the Senior Management Team (SMT), advise on strategy and service developments, maintain strategic and operational relations countywide and report to Directors and Local Authority Commissioners on performance. <p>Context in which Aspire Foundation Jobs are carried out:</p> <p>The Foundation delivers services from Children and Family Centres across Cheltenham, Tewkesbury and nurseries in Dursley and Stroud. Staff are required to work as a single team according to service area and be prepared to work flexibly across all sites operated by Aspire Foundation as need arises.</p>	

Key Responsibilities:	
1.	Leading and developing the Business Team, which services the Children & Family Centres, Nurseries and projects to ensure safe, reliable and consistent service delivery.
2.	The day-to-day management of finance, HR, ICT, data and monitoring functions ensuring effective and efficient use of staff time and resources.
3.	Liaison with business partners to ensure that all business processes e.g. pensions, payroll, leases, legal services, insurances and HR services remain fit for purpose and value for money.
4.	Implement a project management framework for the writing and review of the Foundations business plan and associated budget plans.
5.	Pursuit and development of new business opportunities which support the Foundation's articles of governance, including leading on project management, bid writing, financial planning, monitoring.
6.	Work with Foundation leaders to develop sustainable business and financial plans that can be fully implemented.
7.	Reporting to the Executive Head, Directors, Strategic Leads (Family Support and Early Years) and Local Authority Officers on aspects of Foundation business planning and reviews.
8.	Promoting innovation and change across the locality. Negotiating with and influencing partners and strategic decision making for the benefit of children and families.
9.	Developing excellent and productive working relationships within the organisation and with key partners
10.	Communicating effectively within the team and engaging all appropriate stakeholders and agencies to enhance service delivery.
11.	The implementation and review of the Foundation marketing strategy and plans including project management of the localities' consultation programme with stakeholders.
12.	Monitoring and reviewing the implementation of the Foundation objectives, strategies and policies, ensuring any new legislation is taken into account and reflected.
13.	To provide effective line management of staff within the business team through performance management, appraisals, supervision and enabling continuous professional development.
14.	Monitoring and demonstrating continuous professional development through keeping and updating a portfolio with staff members.
15.	Undertaking such other duties related to the work of the Foundation as may be assigned which are consistent with the nature of the job and its level of responsibility
16.	To ensure all statutory returns for the organisation are completed and submitted in accordance with key timescales. This will include returns to Companies House and the Charity Commission.
16.	Fairness and Diversity Assist in the implementation of the Foundation's equal opportunities objectives with particular reference to any targets/positive actions set out in the Fairness and Diversity Strategy & Equalities Act 2010.

17.	Health and Safety To oversee Health and Safety and ensure that a high priority is given to the management of Health and Safety across the Foundation; ensuring standards of practice are compliant with legislation and of high quality. Establish processes to ensure risk assessments are carried out and appropriate action is taken; and that appropriate information, instructions, training and supervision are provided to ensure the health and safety at work of employees and service users is secure. Ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.	
18.	To be able to evidence Aspire values at all times:	
	Respect <i>"We value, accept, listen and support everyone"</i>	Integrity <i>"We are honest, dependable and accountable for our actions"</i>
	Collaboration <i>"We believe in the power of working together"</i>	Excellence <i>"We strive to do our best through innovation & learning"</i>
19.	Equality, Diversity and Inclusion Assist in the implementation of Aspire Foundation equal opportunities objectives with particular reference to any targets/positive actions set out in the Fairness and Diversity Strategy & Equalities Act 2010.	
21.	Special Conditions <ul style="list-style-type: none"> • The post holder will need to have appropriate means of transport to carry out their duties and the ability to travel across Gloucestershire and out of County as required. • The post will involve occasional work out of normal office hours to include evening and weekend work. • Enhanced DBS check required. • Full Driving Licence with business insurance. • The post holder will be the designated link to the Information Commissioner's Office (ICO) 	
22.	Principal Contacts Directors of Aspire Executive Headteacher Commissioners of services Senior Management Team Local Authorities: (Gloucestershire County Council and District Councils) Members of strategic and local partnerships. Statutory, Voluntary and Independent Agencies who provide services to children and their families.	

Person Specification		
Job Title:	Business Manager	
Grade:	Grade 10 (SP 37 – 40)	
Work Location:	Aspire Foundation sites: Family Support & Early Years settings	
Date Prepared:	Spring 2024	
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Training	<ul style="list-style-type: none"> • Management qualification at level 5 and/or equivalent relevant experience, and/or willingness to work towards. • Project Management qualification and / or experience • Health and Safety related qualifications or willingness to work towards • Evidence of relevant and recent professional development. 	<p>Project / Programme Management</p> <p>Safeguarding Training</p>
Experience	<ul style="list-style-type: none"> • Successful experience of leading organisational change and service development. • Experience of staff supervision and performance management • Working as part of a senior management team / project team • Business planning experience • Experience of setting and managing budgets and delivering value for money • Experience of project management • Experience of developing effective partnerships with other agencies to broaden service delivery • Experience of report writing and presenting key findings to relevant accountable bodies to demonstrate impact or highlight issues / risks. 	<ul style="list-style-type: none"> • Experience of budget management, contract management and bid writing. • Experience of preparing and leading teams through successful mobilisation of new contracts and / or overseeing and implementing significant organisational change.
Technical Skills	<ul style="list-style-type: none"> • ICT skills appropriate to the post. (Word / Excel/ PowerPoint). • Interpretation and analysis of financial reports • Experience in the use of project management tools • e.g. Gantt charts. 	<ul style="list-style-type: none"> • Project management methodology. • Delivery of training

Knowledge/Skills and Abilities	<ul style="list-style-type: none"> • Knowledge and understanding of Government frameworks and legislation affecting how children's services are delivered. • Proven leadership skills. • Ability to understand complex strategies and explain them to different audiences. • Ability to look beyond the existing context and scope future possibilities for service delivery. • Ability to negotiate and influence in a complex context. • Able to work under pressure, prioritise and meet deadlines • Ability to develop systems and services and effectively manage resources • Financial planning • Ability to forecast, allocate and monitor budgets • Ability to communicate effectively with a wide range of individuals and stakeholders both verbally and in writing, including presentation of financial and performance monitoring reports • Able to represent the Foundation and have the ability to apply a wide perspective to achieve agreed local objectives • Proven ability to work collaboratively with other agencies and organisations • Excellent organisational skills 	<ul style="list-style-type: none"> • Knowledge and understanding of Health and Safety legislation and responsibilities.
Personal Behavioural Attributes	<ul style="list-style-type: none"> • Understanding of team dynamics with strong people management skills • Awareness of how to deal with different people in order to bring out their strengths • Analytical and facilitates reflective practice • Self-motivated, positive attitude and provides motivation to others • Positive role model. Resilient in the face of setbacks • Diplomatic and maintains integrity. • Consistent, positive and confident in approach • A 'people' person, who is approachable, empathetic, who listens and provides guidance • Self-motivated and able to work under pressure • Can prioritise competing demands • Excellent inter-personal skills • Able to work imaginatively and independently • Ability to develop self and others 	