



## JOB DESCRIPTION

<b>Job Title:</b> Regional Manager	<b>Base:</b> Home, regionally located <i>(With a requirement for regular travel regionally and occasional national travel)</i>
<b>Hours:</b> Full time (37.5 Hours per week) - initially 1-year fixed term contract	<b>Reports to:</b> Head of Operations and Engagement
<b>Salary:</b> Circa £30K- £32K (Pro Rota) dependant on experience	<b>Pension:</b> NEST auto-enrolment

The Regional Manager will be responsible for day-to-day strategic and operational management of The Mason Mile within their specific region (South-East, West Midlands, or North-West). This will include, but not limited to, shaping the development of the programmes, driving growth across the region, developing, and nurturing local and strategic relationships, and overseeing core delivery.

As a member of The Mason Mile Management team, leading our breadth of Mason Mile projects regionally, the Regional Manager will be required to work at pace, driving growth and innovation, to ensure The Mason Mile continues to develop and thrive in line with our funder and partner requirements, always ensuring local communities are at the heart.

The Regional Manager will need to embrace a 'make it happen' working environment, with constant dedication and a passion for making a difference as part of a committed charity, supporting disadvantaged communities.

This post will require regular travel across the UK with some overnight stays.

## SUMMARY OF RESPONSIBILITIES AND DUTIES

### Operational Management

- Oversee the operational management of The Mason Mile across the region (The Family, Community, Business Miles) in line with funder and user requirements, driving high performance demonstrated through achievement of KPI's, high user satisfaction, and commercial viability
- To motivate, empower, and nurture an innovative, engaging, solution focused regional team, delivering exceptional programmes / services, with users at the heart
- To support the Head of Operations and Engagement with the growth, scalability, and sustainability of The Mason Foundation (through The Mason Mile programmes)
- To be responsible for the data management of regional service delivery, in line with funder and academic partner requirements
- To deputise for Head of Operations and Engagement if / as appropriate

- Alongside the other Regional Managers and SMT, to support the strategic development of The Mason Foundation in line with our core mission

#### **Partnerships and Stakeholders**

- To lead key regional stakeholder relationships, playing an active role in the company wide approach to stakeholder management (corporate, public and community)
- To oversee, and where appropriate, directly manage regional stakeholder relationships, to ensure strong positive engagement, a strong reputation, and ongoing commitment to collaboration within the region
- Ensure excellent support and management of subcontractors (including local delivery partners) and any other relevant stakeholders, including focused support over the mobilisation and implementation period, as well as ongoing management throughout the contracted term
- Raise the profile of The Mason Foundation and its products, services, and programmes, at a regional and national level, as a positive role model to the Foundation, across the range of partners and stakeholders

#### **Finance and Governance**

- Be responsible for regional budget management and ongoing forecasting, including meeting regional financial targets
- Support the development of new regional income generation opportunities
- Support funding applications and opportunities to secure further regional delivery
- Ensure the regional team works in line with The Mason Foundation Governance Protocols and policies, ensuring delivery is always in line with best practice and legal requirements

#### **Sustainability**

- Ensure the Foundation keeps abreast of the market, commissioners, funders, and competitors, to influence future strategy development in the region
- Ensure suitability is core to all regional programme delivery, with an emphasis on leaving a positive lasting legacy

#### **SKILLS AND EXPERIENCE**

- Experience of working as an operational manager, leading delivery teams
- Highly resourceful, fast paced, solution focused leader
- Attention to detail and able to complete projects to a high standard
- Able to empower and foster a cohesive team working environment
- Able to understand, interpret and report key impact data
- Able to construct high level reports and delivery plans
- Strong, resilient communicator, demonstrating fairness and empathy whilst operationally focused and driven to succeed
- Ability to translate company strategy into a credible plan, and implement successfully
- Experience of managing budgets and driving a resourceful, high performing team

- Understanding of how to construct programmes that add social value, as well as being financially sustainable (user led)
- Experience of managing multiple projects and programmes, with an ability to deliver quality results, through managing strong teams, to agreed timelines
- Experience of building and sustaining strong partner relationships
- Strong team player, able to collaborate and influence at all levels
- Experience of working in consortia or partnering with other organisations
- Strong negotiations skills
- Strong, inspiring, tenacious leader, able to motivate others to succeed

Approved by:



Date: Oct 2021