



Assessment
Intervention
Moving On

Job title	Director
Agency	AIM (previously The AIM Project)
Reporting to...	This post reports to the Chair of Trustees
Key objectives	<ol style="list-style-type: none">1. To work with the Chair of Trustees and AIM Administrators to ensure that AIM is a professional, up to date organisation2. To work with the Chair of Trustees and AIM Administrators to ensure the smooth running of the organisation and that it meets its charitable objectives3. To work with the Chair of Trustees and AIM Administrators to ensure that AIM remains financially viable
Key Roles summarised	<ol style="list-style-type: none">1. To liaise with the Chair of Trustees on the development and running of AIM.2. To provide strategic leadership and management for AIM including developing AIM's profile nationally and internationally with Government and statutory agencies, as leading experts on children and young people with HSB.3. To provide operational leadership and management for AIM.4. To lead on the development of AIM's online presence with regard to digitalisation of resources, social media, marketing.

Key Roles	
1. To liaise with the Chair of Trustees on the development and running of AIM	<p>a) Liaison with the Chair of Trustees at least every two months or more frequently when required</p> <p>b) To keep the Chair informed of any changes, developments or risks to AIM</p> <p>c) To liaise with the Chair in the preparation of the Board of Trustees meetings</p>
2. To provide strategic leadership and management for AIM	<p>a) Represent AIM</p> <ul style="list-style-type: none"> To be the primary representative of AIM nationally and internationally as leading experts on children and young people with HSB, particularly in national and international strategic developments re HSB including parliamentary committees, HMS Inspections, NOTA etc. <p>b) Liaison with the Trustees</p> <ul style="list-style-type: none"> To provide six monthly update reports for the Trustee Board meetings in June and December To keep Trustees informed of any changes or risks posed to AIM <p>c) Quality Assurance</p> <ul style="list-style-type: none"> To be responsible for quality assuring the services delivered through AIM by its Staff and Associates To support the Staff and Associates by being the main point of contact for queries and resolution of concerns internally within AIM or with external bodies. <p>d) Business Planning</p> <ul style="list-style-type: none"> To develop an annual business plan to be submitted to the Trustees for approval. To ensure that the business plan is reviewed on a regular basis through six weekly team meetings <p>e) Financial Accounts</p> <ul style="list-style-type: none"> To ensure accurate accounts are kept and that all reporting requirements of the Charity Commission are met To be responsible for informing HMRC in relation to tax matters To provide the AIM Trustees with an annual Accounts Report and discuss how this relates to the current and future business plans To have an overview of the budget and to set and review targets for income To have regular meetings with the AIM Accountant and the relevant

	<p>AIM administrator</p> <p>f) Development</p> <ul style="list-style-type: none"> • To be responsible for the future development of AIM to keep it sustainable and to identify opportunities to support the Charitable aims • To liaise with the Trustees about the role of the new developments in the annual business plan
<p>3. To provide operational leadership and management for AIM</p>	<p>a) Line Management, Appraisal and Supervision</p> <ul style="list-style-type: none"> • To provide line management, appraisal and supervision to the AIM Administrators • To be the first point of contact when dealing with employment issues <p>b) AIM Associates</p> <ul style="list-style-type: none"> • To provide leadership and direction for the AIM Associates • To provide guidance and support for the AIM Associates • To engage the AIM Associates in the development of AIM services • To set up and lead the AIM Associates Annual Away Day <p>c) Meetings</p> <ul style="list-style-type: none"> • To prepare for and chair the AIM Team Meetings, Business Plan Development and AIM Associate Meetings • To prepare any written documentation required for Trustee meetings <p>d) Training Services</p> <ul style="list-style-type: none"> • To be the main point of contact for Commissioning Agencies and Associates re training, other AIM Services and any follow up queries. • To coordinate with the AIM Administrators the administration of training events and allocation to Associates and the organisation of AIM Organised and AIM Renewal of Approval training <p>e) Development work</p> <ul style="list-style-type: none"> • To have oversight and to coordinate the development of AIM services and to project manage the new developments to ensure delivery on time and to budget • To support and develop relationships with partner agencies and represent AIM in new developments in practice and support with partner agencies.

	f) Additional tasks <ul style="list-style-type: none"> To undertake any additional tasks, when necessary, as requested by the Chair of Trustees
4. To lead on the development of AIM's online presence re digitalisation of resources, social media, marketing.	a) To lead on the digitalisation and integration of the AIM resources b) To oversee the internet and social media messaging c) To oversee and drive the advertising and marketing processes