

General Manager – Job Description

August 2024

Job title:	General Manager
Responsible to:	Board of Trustees through the Chair (or a designated Trustee), who will provide monthly supervision
Primary purpose:	To lead, supervise and manage all ADCA's operational activities as directed by the Board of Trustees

Main tasks and responsibilities

1. Provide participative and democratic leadership to staff and utilise Team Meetings for group supervision, support and decision making.
2. Manage the smooth running of all services provided by ADCA clubs to its members, including ensuring appropriate cover in clubs for staff holidays and sickness absence.
3. Be accountable for all aspects of staff and volunteer management, including training, performance management, staff appraisal, supervision, and organisation of staff and volunteer rotas.
4. Proactively manage risk to staff, members, volunteers and resources, in accordance with ADCA's Risk Management Policy.
5. Ensure that all operational activity and management of staff and resources remains compliant with pertinent ADCA policies and regulatory requirements.
6. Assist ADCA's IT and record keeping functions.
7. Consult with the designated social care adviser and/or Chair (or designate) on any matters requiring social care advice, including any safeguarding issues.
8. Regularly meet with Exec. Team of Trustees on issues arising with ADCA members and report at Committee meetings.
9. Assist Trustees with recruitment as required.
10. Undertake such other duties as may from time to time be reasonably requested.