**Job Description**

**ClearVision Director: Maternity cover**

The Director is responsible for the overall management and development of ClearVision. S/he is responsible for running the charity in accordance with the law, the charity’s governing document and the wishes of the Trustees. The Director reports to the Board of Trustees. The Director’s main activities and responsibilities are as follows:

**Key responsibilities**

* To ensure an adequate provision of appropriate reading materials for the ClearVision client group in accordance with the charity’s principles
* To be responsible for the selection, ordering and editing of books for transcription, with the support of the trustees
* To liaise with transcribers and proofreaders to ensure book production to a high standard
* To maintain a collection of tactile books
* To ensure the purchase of materials, services and equipment for the use of ClearVision, including insurance and maintenance contracts
* To keep adequate records of all aspects of the work, staff and activities of the charity
* To supervise staff, self-employed workers and volunteers
* To provide administrative support to the trustees regarding human resources
* Ensure Disclosure and Barring Service checks are kept up to date for all Trustees, staff and volunteers who work on ClearVision premises
* To maintain the office as a safe, clean and efficient environment

**Public Relations**

* To promote ClearVision in various ways including attendance at exhibitions and through articles, mailings and online via websites and social media
* To be responsible for communication with library members and supporters, including online and by production of newsletters
* To work with other relevant organisations through meetings, campaigns and joint initiatives to ensure that the needs of readers with a vision impairment are met
* To share knowledge of the work of ClearVision and the needs of readers with a vision impairment
* To liaise with staff and governors of Linden Lodge School to ensure the continued mutual benefit of ClearVision’s presence on the school site

**Finance**

* To control and monitor the budget
* To support the Fundraiser and individual volunteers fundraising for ClearVision as required
* To check the annual and interim accounts and to provide all necessary information to the accountant
* To ensure the payment of invoices and the banking of incoming payments and donations
* To ensure that necessary reports are submitted to the Charity Commission on time

**Policy**

* To develop and maintain high standards of professional practice and service in accordance with the philosophy of the charity
* To keep the Trustees fully informed of the activities of the charity and provide reports and statistics on request
* Facilitate trustees' meetings and AGM
* To prepare any policy documents as directed by the Trustees
* To undertake any tasks deemed necessary by the Trustees for the furtherance of the aims of the charity