



# OneBodyOneFaith

## Job description

Job title:	Executive Director
Salary:	£21,942 Fixed Term Contract 3 Years (£34,132 fte)
Hours:	22.5 hours per week
Location:	Based at South Church House, 25 Market Place, Newark, Nottinghamshire (Flexible working arrangements considered)
Managed by:	The Board of Trustees as a whole, but line managed by the Chair of Trustees on behalf of the Board.
Responsible for:	Supervision of Operations Manager

### Key responsibilities

- To promote the charity and increase both membership and income.
- To provide leadership for the charity and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the board of trustees

The postholder would be expected to be fully committed to working within and publicly advocating OneBodyOneFaith's Statement of Conviction

### Principal accountabilities

#### *Strategic*

1. To develop the charity by increasing membership and ensuring financial sustainability.
2. To assist the board in agreeing the values, ethos, vision and mission of the charity.
3. To lead the review and development of a medium- to long-term strategy for the charity within its objects, vision, and mission, and to obtain the approval of the board.
4. To develop the work of the charity in order to achieve the agreed strategic plan and its objects, vision and mission and thus to ensure that the charity is focused on achieving the strategic priorities.

#### *Executive*

1. To be accountable to the board for the proper and effective management of the charity

2. To ensure that all management policies and decisions support the agreed vision, mission, values, philosophy and strategic priorities of the charity
3. To ensure that an annual action plan is developed to deliver the strategic plan which has been developed, agreed and implemented by the board of trustees and key stakeholders
4. To identify appropriate methods for monitoring the performance of the charity and to report back to the trustees on the performance of the charity against its strategy, its action plan and against the annual budget as approved by the board

### ***Finance***

1. To work alongside the Treasurer for the financial health of the charity including developing, overseeing and monitoring an effective programme of membership recruitment and income generation
2. To ensure with the treasurer that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)

### ***Communications***

1. To present the charity in a positive way and increasing membership and income as a result.
2. To foster good communications throughout the charity and externally including responding in a timely fashion to developments in the field of interest of the charity via press releases, letters and social media.
3. To develop, as appropriate, the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders

### ***Equal Opportunities***

The post holder will be required to use his/her initiative in implementing OneBodyOneFaith's commitment to equality and diversity in their own area of work, and the work of any volunteers they may supervise from time to time.

### ***Safety***

The post holder is covered by all relevant provisions of the Health and Safety at Work Act, and regulations which are made under it.

### ***Flexibility***

This job description contains only the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

### ***Personal development***

All employees should demonstrate a personal commitment to, and a shared responsibility for, their own development and training needs.

## **Information**

All employees are expected to report, record and transmit information in a confidential and safe manner, in accordance with the Data Protection Act, using information technology as appropriate.

Postholder signature:

Date:

## **Person Specification**

### **Qualifications**

- Educated to degree level or equivalent professional qualification.

### **Experience**

- Experience of effective partnership working and development and external relationship management.
- Experience of / within a faith community.
- Experience of business planning, business development and fundraising.
- Experience of project management.
- Financial management skills including budgeting and delivery of cost and income targets.
- Robust approach to governance, controls and definition/implementation of new processes.
- Experience of financial and risk management.
- Experience of managing organisational change.

### **Skills and knowledge**

- An understanding of the issues affecting the LGBTI+ community.
- Understanding of the issues affecting LGBTI+ people of faith
- Inspirational leadership, management and motivational skills.
- Highly organised and personally effective.
- Exceptional verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to persuade and influence, both face to face and in writing.

### **Personal attributes**

- Enthusiasm for and willingness to work within and publicly affirm OneBodyOneFaith's mission
- Positive, pro-active and dynamic.

- Inclusive and flexible, with a consultative approach to leadership.
- Confident and assertive.
- Ability to pursue the mission and objectives of OneBodyOneFaith with demonstrable passion, drive and commitment.
- Committed to best practice and with a drive for continual improvement.
- The appointee will also be expected to be fully IT literate and be prepared to travel around the UK.