

<b>JOB TITLE</b>	<b>EXECUTIVE DIRECTOR</b>
<b>Hours and pattern of work</b>	This is a full-time position, typically 35 hours per week, with the expectation of flexibility to meet the needs of the organisation. As a senior leader, you may be required to work additional hours to meet the demands of the role. Core hours 9am to 5pm weekdays. The post is not suitable for working from home. Some evenings and weekend working and travel will be required, and TOIL may be taken by arrangement with the Chair.
<b>Salary</b>	Salary Scale (NJC PO7, points 43 to 46), currently starting at £52,805
<b>Responsible to</b>	Chair of the 174 Trust Management Committee (Board)
<b>Location</b>	The Duncairn Complex, Duncairn Avenue, Belfast
<b>Budgets managed</b>	Overall organisational budget
<b>Holiday</b>	25 days + Bank/Public Holidays
<b>Benefits</b>	Workers' Pension Trust contributory pension
<b>Probation Period</b>	6 months
<b>Key Role</b>	The Executive Director's role is to bring leadership to the Trust in fulfilling the objects (see Appendix) in the Trust Deed ( <a href="#">full document here</a> ) in a way that is appropriate to the contemporary context. The Executive Director will support the Management Committee to build a strategic, sustainable, safe and well-governed organisation.

### Job Purpose

To provide inspiring, dynamic and effective strategic leadership and management in fulfilling all three of the objects of the Trust (see Appendix). In particular:

- To ensure the continued development of the 174 Trust in providing shared spaces, supporting social and community development and building peace and reconciliation.
- To develop and sustain external relationships with donors and stakeholders essential for the work of the organisation.
- To articulate the Christian ethos and core values of the Trust and ensure these are consistently demonstrated across the organisation.

### PRINCIPAL ACCOUNTABILITIES

## Governance

- To work with the Executive Team (Chair, Treasurer & Secretary) to ensure that the Board/Management Committee formulate and regularly review the organisation's strategy and ensure it can monitor annual plans and targets.
- To work with the Executive Team to ensure that the Board/Management Committee receives appropriate advice and information on all relevant matters and enable it to fulfil its governance responsibilities.
- To ensure appropriate presentation and reporting to the Board/Management Committee on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.
- To bring forward relevant policy proposals for Board/Management Committee discussion and decision.
- To support the Chair in ensuring the continued engagement/involvement of all members of the Board.
- As appropriate, to monitor and advise on the composition of the Board/Management Committee, its committees and the process of Board recruitment, self-assessment and development.
- To ensure an annual calendar of meetings of the Board/Management Committee and its principal sub-committees is in place.
- To ensure that all Management Committee members are effectively inducted.
- To ensure the organisation discharges its constitutional and legal obligations.
- To ensure and oversee the development and implementation of risk management strategies to mitigate potential threats to the organisation.
- To ensure and oversee that all Health and Safety policies and procedures, fire safety practices, safeguarding of children and vulnerable adults and risk assessment for all activities, outings, the environment and individual clients, are in place.

## Strategic Leadership

- To lead strategic thinking and planning to shape the future for the organisation, set direction and ensure a drive for results.
- To ensure that a longer-term strategy is in place to guide the organisation in achieving its objects.
- To develop in consultation with the Board a strategy for further fulfilment of the Christian objects of the Trust.
- To ensure that new community, social, missional, peacebuilding and arts programmes are identified and developed in response to changing community need.
- To make recommendations to the Board/Management Committee in respect of the design and costing of new programmes and services, and in making funding applications and negotiating contracts.

- To ensure that quality services and best practice are researched, developed, funded, implemented and systematically evaluated in response to service user and community need.
- To ensure the expectations and views of service users, local community and other stakeholders are regularly assessed and there is a continuous review of the external environment.
- To develop a good understanding of the political climate and the long-term underlying issues in the environment in which the organisation operates and regularly seek a diverse range of viewpoints.
- To promote innovation, creativity, diversity, experimentation and change.
- To ensure appropriate information management and communication systems are effectively developed and maintained which support organisational strategy.

### **Finance & Resources**

- To be responsible to the Board/Management Committee for the overall financial health of the organisation ensuring that expenditure is controlled in line with budgets as approved by the Board.
- To have overall responsibility for development of the annual budget with the management team.
- To ensure the organisation has appropriate risk management, financial planning, control and reporting systems that adhere to best practice and legislation, and which are effectively implemented and regularly reviewed.
- To ensure the organisation has a diverse income generation, financial sustainability and reserves strategy in place.
- To ensure financial probity and the effective maintenance, management and security of the organisation's assets (finances, buildings, facilities and technological assets).

### **People & Relationships**

- To maintain regular communication with service users and ensure the organisation places the needs of users at the heart of its services.
- To lead, support and line manage the management team, as required.
- To model a pastoral approach to ensure the welfare and well-being of staff and volunteers.
- To ensure the organisation has the appropriate policies and procedures in place to promote effective management of staff and volunteers.
- To provide leadership to the staff and volunteer team that demonstrates the ethos and values of the organisation, and to keep under review and appraise the wellbeing of staff.
- To promote the empowerment and continuous professional development of staff.
- To promote a high performing culture, including targets and constructive feedback to improve performance.

- To ensure effective staff recruitment and ensure the organisation complies with the law and good practice on recruitment and selection.
- To ensure adherence to disciplinary and grievance procedures and when appropriate, hear grievances and appeals against disciplinary action, in accordance with these policy and procedures.
- To promote an organisational culture of pastoral support, learning, accountability and collaboration.
- To create a positive climate of co-operation, professional respect and mutual support in the organisation in which conflict is identified and managed effectively.
- To ensure the highest standards of staff conduct and propriety including transparency and confidentiality.

### **Promotion & Networking**

- To raise unrestricted funds for the organisation through local, national and international promotional work and speaking engagements.
- To maintain effective relationships, networks and collaboration with all principal supporters, donors, funders and stakeholders (including churches, community, elected representatives and statutory agencies) and ensure the organisation is presented in an appropriate and professional manner to its stakeholders.
- To speak in churches to articulate the Christian ethos and seek support for the work of the Trust.
- To represent the organisation at a strategic level (including involvement in negotiating contracts and organisational legal matters) and on relevant partnerships, external meetings and conferences etc.
- To promote the work of the organisation and lobby policy makers on the needs of service users.
- To develop effective relationships with the media, and act as the organisation's spokesperson to the media.
- To ensure the development of an effective PR, marketing and communications plan including the organisation's website and digital strategy.

### **Other**

- To carry out other duties required by the Board, as are consistent with responsibilities of the role.

## PERSON SPECIFICATION

### Personal Commitment:

1. Ability to demonstrate a personal commitment to the Christian faith, aligned with the objects and statement of faith as set out in 174 Trust Deed. (This religious belief is a 'genuine occupational requirement' for this position, under the exception permitted as set out in out in Article 70 (3) of the Fair Employment & Treatment (NI) Order)
2. Commitment to the values and principles of community development and peacebuilding.
3. High ethical standards in leadership, decision-making and commitment to the Trust's code of conduct and employee policies.

### Qualifications:

1. Essential:
  - Third level qualification in a relevant field (Management/Business Administration, Social Work, Ministry/Theology, Community Development, Project Management, etc.).
2. Desirable:
  - Relevant professional certifications in a relevant field (leadership, financial management, social work, community development, mission, fundraising, business administration, arts development, peacebuilding.)
  - Master's degree in a related field.

### Essential Experience (minimum of 5 years in the following):

1. Executive Leadership:
  - Proven experience in successfully leading an organisation, region or department with a minimum turnover of around £1million.
2. Faith Based Organisation:
  - Experience of leadership in a paid or voluntary role in a faith based charity or organisation.
  - Experience of speaking in churches and other faith-based community groups and organisations to promote the work of a faith based charity.
3. Strategic Planning:
  - Demonstrable experience in leading the development and overall responsibility for overseeing the successful implementation of strategic plans.

4. Financial and Resources Management:

- Strong financial management experience, including overall responsibility for budget development, financial reporting and control.

5. People Management:

- Proven experience in building, leading, supporting and motivating an organisational staff team.
- Demonstrable success in developing a healthy, positive and cohesive organisational culture.
- Experience in line management and supervision, promoting professional development.

6. Stakeholder Engagement:

- Experience in developing and sustaining strategic relationships, interagency contacts and partnerships at a local, national and international levels.

7. Income Generation:

- Demonstrable success as a CEO/Executive Director in diversifying and growing the income of an organisation.
- Strong experience in fundraising, grants, donor development, international philanthropy and social enterprise.

**Desirable Experience (minimum of 5 years in the following):**

8. Governance

- Proven track record in working successfully with a Board.
- Demonstrable experience of managing an organisation to ensure it discharges its constitutional and legal obligations.

9. Project Management:

- Track record of successful project development, management, delivery and evaluation.

10. Compliance and Risk Management:

- Experience ensuring charity compliance with laws, regulations, and ethical standards.
- Proven experience in overseeing risk management strategies.

**Essential Skills:**

1. Communication:

- Excellent written and verbal communication skills.

- Ability to present information to diverse audiences, including users, funders, churches, overseas supporters and the Board.
2. Strategic Thinking:
    - Strategic thinking and the ability to contribute to long-term sustainability plans.
  3. Christian Ethos
    - Knowledge and ability to articulate the Christian ethos including speaking in a church service setting.
    - Ability to articulate and apply a Christian ethos in a way that is appropriate to a contemporary context.
  4. Pastoral:
    - Ability to provide pastoral support to staff and volunteers.
  5. Teamwork and Collaboration:
    - Ability to foster a positive climate of teamwork, collaboration and cooperation.
  6. Adaptability:
    - Flexibility and adaptability to changing organisational and community needs and priorities.
    - Ability to navigate a dynamic and evolving wider environment.
  7. Networking:
    - Strong networking and influencing skills to build and maintain effective relationships with stakeholders locally, nationally and internationally.

**APPENDIX: OBJECTS OF THE 174 TRUST** *(As incorporated in the Trust Deed dated 1st June 1983)*

- a) To provide in the inner city a centre for people and particularly young people to receive guidance and counsel to assist them in dealing with their personal moral social emotional and religious problems and by educating them through leisure-time activities to enable them to develop and mature as individuals and responsible members of the community and to involve them in practical service in the community and in educational projects.
- b) To arrange in the centre such activities as will foster a sense of service to the local neighbourhood and to establish a local Christian witness without denominational bias or sectarian prejudice which will aim to propagate the Christian faith as is consistent with the Doctrinal Statement hereinafter expressed.
- c) To use any real property owned or occupied by the Trust including, but not restricted to, the Duncairn Centre for Culture and Arts for the promotion of Community Relations through arts culture and heritage-led education programmes such as through the delivery of workshops projects and events which advance such programmes.  
*[Note: Object (c) was added by a supplemental Declaration of Trust dated 21/2/2019.]*

[The full Trust Deed document, including the Statement of Faith is here.](#)