

# Job Description



<b>Job title:</b>	<b>Managing Director</b>
Location:	Chinese Resource Centre, 1 Stranmillis Embankment
Responsible to:	CWA Management Committee
Salary:	£28,081.00 (with the potential for a salary review)
Hours:	35 hours per week
Contract Type:	Fixed Term (ending 31st March 2026), contract may be renewed subject to funding

The Managing Director will be accountable to the Management Committee and will assist the Committee in implementing the Mission Statement, core aims and objectives of the Association. The post holder will be responsible for executing the following tasks, using a range of competences:

## External:

1. Monitoring/ carrying out funding applications to various bodies.
2. Networking with statutory, voluntary and community sectors
3. Managing and developing working relationships or active partnerships with other organisations, all sectors, and politicians
4. Raising the profile of CWA as the main support and representation agency for the Chinese community
5. Promoting racial equality in service provision in statutory/voluntary agencies
6. Understanding social & public structures and legislative framework, and responding to public policies/legislative proposals and organising consultations within the Chinese community
7. Developing and delivering CWA's funding strategy and fundraising for CWA
8. Representing /publishing CWA at conferences, seminars, public arenas, and various occasions
9. Building and maintaining good relationships with the media e.g writing press releases, conducting press conferences, responding to media requests for information/interviews and handling television, radio/press interviews
10. Carrying out other duties as may be reasonably required by the Management Committee.

## Internal:

1. Supporting the CWA management committee and sub-committee by facilitating meetings, producing a monthly staff report, annual report and induction for new Committee members
2. Assisting the committee in implementing the strategy plan and the Governance Review action plan
3. Organise the AGM.
4. Responsible for income generation for the resource centre
5. Monitoring and supervising the smooth running of the resource centre
6. Providing support and regular supervision to staff
7. Updating CWA's staff handbook and various policies
8. Advertising, assessing, selecting, and recruiting new members of staff where appropriate.

9. Conducting induction and review of staff's work
10. Identifying training needs and developing activities for individual staff
11. Co-ordinating the production of an annual action plan for Committee approval for all projects to plan activities and set targets to implement the Core Aims of the CWA strategic plan.
12. Monitoring and evaluating progress of projects objectives and finance
13. Reporting to funders through progress reports, statistics, reviews and monitoring meetings
14. Working with FAO and project staff to maintain budget control and efficiency.
15. Overseeing the organisation's financial position and situation and balancing income and expenditure against needs
16. Developing, maintaining, and improving services provisions against CWA standards.
17. Implementing and evaluating change necessitated by internal and external factors and provide leadership for change.
18. Introducing, developing, and evaluating quality standards and procedures
19. Overseeing and effective maintenance of the updating of the CWA website, ICT system, electronic recoding system, newsletter, and publicity on CWA

## **PERSON SPECIFICATION**

### **Essential**

#### Qualifications/knowledge

- Degree (Third level education) in a relevant discipline or 5 years' experience in a community setting
- Excellent oral and written communication skills in English and Chinese
- In-depth knowledge of the Chinese community in N.I. or U.K.
- Knowledge of the structures of government, statutory and voluntary sectors
- Knowledge of income generation

#### Experience

- At least 3-years post-qualifying experience in the community or voluntary sector
- At least 2 years' experience in project management
- At least 2 years' experience of inter-agency liaison at strategic level
- Experience of fundraising and knowledge of current funding streams
- Experience of working with the Chinese community in N.I. or U.K.

#### Abilities, Aptitudes, Skills

- Excellent leadership skills (vision, motivating others, strategic thinking etc.)
- Excellent inter-personal skills
- Ability to work to deadlines and timescales in a busy environment.
- Ability to plan, co-ordinate, prioritise and evaluate project activities.
- Ability to supervise and manage staff effectively.
- Ability to manage change.

#### Personal qualities

- Initiative – using own ideas and those of others to get things done
- Commitment to racial equality

- Flexibility – openness to new ideas and change

#### Circumstances

- Prepared to work outside normal working hours as necessary.
- A current, clean driving licence and access to a vehicle