



**POST DETAILS PACK**

**Director**

**30 hours a week  
£34,549 - £36,313 (pro rata)**

# Job Description

**JOB TITLE:** Director

**RESPONSIBLE FOR:** Therapeutic Services Co-ordinator, Volunteer-led Services Coordinator, ISVA Co-ordinator, Administrator and Communications, Engagement and Fundraising Officer

**REPORTS TO:** Chair of Board of Trustees

**Survivors' Network is an equal opportunities employer. Please note, this post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010. All posts require an enhanced DBS Disclosure**

## **Purpose of Job**

To be responsible for the ongoing strategic and operational management of the organisation

To ensure services are of a consistently high quality and are responsive to the needs of service users and the community

To provide high quality project management programmes to ensure long-term sustainability

To ensure effective financial management and the financial sustainability of the organisation through effective budgeting and fundraising from statutory, trust, foundation, individual and corporate giving

To promote and advocate on behalf of Survivors' Network with local statutory bodies and partnerships and raise awareness of the work of Survivors' Network and the needs of service users

To work in partnership with the Board of Trustees to ensure the long-term sustainability and success of the organisation

To ensure effective communication between the Board of Trustees and the staff team

## **Overall Objectives**

To ensure the organisation is well managed and complies with all relevant legislation.

To ensure the ongoing provision of high quality, effective and safe services to survivors of sexual violence through implementing and overseeing quality assurance systems

To be responsible for ensuring strong and effective partnerships with external stakeholders, including funders and commissioners

To develop and ensure service user participation in the operational and strategic development of the organisation

To represent Survivors' Network in a professional manner

## **Specific Duties**

### **1. Management**

To be responsible for supervising and supporting staff including the provision of management supervision, promoting and supporting staff development and addressing performance issues in line with organisational policies and procedures and relevant legislation

Ensure Survivors' Network policies are adhered to and in keeping with legislative requirements

Provide regular written and oral reports to the Board of Trustees on relevant issues, including finance and operational issues, and attend Board meetings and other events as requested

Work in partnership with the Board of Trustees to ensure the strategic and operational sustainability of the organisation, including carrying out tasks, reviews and actions as reasonably requested by the Board

Support the Board of Trustees in carrying out their functions

Attend regular management supervision with the Chair of the Board of Trustees

### **2. Operational Delivery**

Work in partnership with the Board of Trustees and the Book Keeper to prepare the annual budget and annual report

Ensure adherence to Survivors' Network's budget and work in partnership with senior members of staff to ensure financial sustainability of each service area

Ensure all monitoring and other reports to external partners and funders are completed to a high standard and within deadline

Ensure all accounts and financial records are kept up to date and liaise with Book Keeper, Treasurer and accountant to this end

Ensure equality of access to all service areas and carry out/oversee regular evaluation of service provision in relation to Equalities legislation

Ensure that any complaints are thoroughly and appropriately investigated, monitored and recorded, within given timescales

Maintain an organisational commitment to service user involvement in planning and reviewing services and ensure practical steps are taken to make this accessible to all service users

Identify needs, potential projects and funding streams in collaboration with staff and trustees

### **3. Strategic Development**

Carry out and implement strategic business and financial planning in conjunction with the Board of Trustees

Work in partnership with the Board of Trustees, staff team and service users, as well as external partners, to strategically develop Survivors' Network to reflect the diverse experiences of service users and the local community, as evidenced by regular reviews and an annual Needs Analysis.

Maintain up to date knowledge on issues relevant to service users and the violence against women field

Ensure that all Survivors' Network Policies and Procedures are regularly reviewed and updated

Maintain the profile of the Survivors' Network and contribute to the organisation's marketing and profile, ensuring maximum publicity and community coverage

#### **General Duties**

Act in accordance with the Survivors' Network's policies and procedures

Ensure the Survivors' Network commitment to working within an Empowerment Model is central to the development and delivery of all services

Attend and participate in regular training, staff meetings, supervision and other meetings as necessary or requested

Carry out evening and/or weekend work as required

Carry out your own administrative duties

Undertake any duties consistent with the post as may be reasonably requested by the Board of Trustees, including evening or weekend work when necessary

**No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.**

<b>Personal Specification</b>		
	<b>Essential Criteria</b>	<b>Assessed by</b>
<b>Qualifications and experience</b>	<p>Experience of working at a senior level in a small organisation</p> <p>Experience of working with people who have experienced sexual violence, or in a similar/related field</p> <p>Experience of fundraising and demonstrable recent fundraising success from a range of different sources</p> <p>Evidence of managing and preparing budgets</p> <p>Excellent written and oral communication skills including report writing, presentation and representing the work of an organisation</p> <p>Experience of writing and reviewing policies</p> <p>Experience of developing and delivering on Strategic Plans, change management programmes and carrying out business and financial planning</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview Presentation</p> <p>Application/Interview</p> <p>Application/Interview</p>
<b>Knowledge</b>	<p>In-depth knowledge and understanding of violence against women and children, including knowledge of policies and services within the violence against women sector</p> <p>Knowledge and understanding of the specific issues facing survivors of sexual violence</p> <p>General knowledge of policy and good practice in Human Resources and staff management</p> <p>Knowledge of financial management, including the ability to understand and interpret financial reports</p> <p>Knowledge of child and vulnerable adult protection procedures</p> <p>Knowledge of relevant legislation relating to violence against women and children, including Equalities legislation</p> <p>Understanding of data protection and clear boundaries around confidential working practices</p>	<p>Application/Interview /Presentation</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application</p> <p>Application</p> <p>Application/Interview</p> <p>Application/Interview</p>

	Understanding of the challenges and opportunities facing the voluntary sector	Application/Interview
	Understanding the need for partnership and collaborative working across the voluntary sector	Application/Interview
<b>Skills/ Attributes</b>	Ability to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands	Application/Interview /Exercise
	Self motivated and committed to personal development	Application
	Ability to lead by example and through inspiring and motivating the staff team	Application/Interview
	Willingness to be involved in training	Application
	Clear focus on delivering high quality services	Application/Interview
	Ability to critically assess own performance and engage in reflective practice	Application/Interview
	Ability to function effectively in high-pressured situations	Application/Interview / Exercise
	Ability to think creatively and show initiative	Application
	Computer literacy	Application
<b>Values and Attitudes</b>	Commitment to the aims and objectives of Survivors' Network	Application/Interview
	Committed to promoting equal opportunities and equality of access for service users and staff/volunteers	Application/Interview
	Committed to self care	Application/Interview
	Commitment to anti-discriminatory practice	Application/Interview
	High level of self-motivation	Application
	Commitment to a feminist ethos	Application/Interview
	Reliable and trustworthy	Application
	Efficient and punctual	Application/Interview