

# Job Description: Director

# IGNITE!

**Responsible to:** Chair of Trustees

**Salary:** £35,000 pa

**Hours:** 40 hours per week based at Ignite Office, Wealdstone Harrow

**Role:** To take a thriving charity into a new season of impacting more young people in even more positive ways. You will lead a team of 12 staff that includes an Operations Manager, a Finance Administrator, a fundraiser and 8 youth workers; develop our working relationships with key partners and stakeholders; be the face of the charity in different settings and work with the trustees to achieve our mission and vision.

## **Areas of leadership responsibility:**

**Working with the board:** Specific duties include:

- With the Chair, ensuring that the board of trustees formulates and regularly reviews the organisation's vision, mission and values;
- With the Chair, ensuring that the board can adequately monitor annual plans, targets and performance;
- Supporting the Chair, suggesting development opportunities as appropriate;
- In partnership with trustees, developing a long-term strategy for the organisation within the vision, mission and values established by the board;
- Reporting to the board on organisational progress, providing information and answering for organisational performance;
- With the responsible trustee, developing policy proposals for board discussion and decision.

**Leading and managing the organisation:** Specific duties include:

- Working with the Operations Manager to ensure that staff, volunteers and others working in the organisation are focussed on achieving the outputs and outcomes agreed by the funders in line with the mission and strategic priorities;
- Providing leadership to the management team and direction to all staff in weekly team meetings and monthly line management meetings and annual appraisals;
- Working with the Treasurer and Finance Administrator to monitor the financial health of the organisation;
- Working with the fundraiser to agree the priorities and direction so that we are on track to fundraise the expenditure needed each year;
- Working with the Financial Administrator to ensure that the organisation has the human, material and financial resources it needs to operate effectively;

- Attending some strategic level meetings with agencies and partnerships;
- Working with the trustees to ensure appropriate steps are taken to protect the organisation from risk;
- Working with the trustees to ensure that a long-term strategy is in place and is guiding the organisation to achieve the mission and strategic priorities;
- Working with the trustees to ensure that the organisation fulfils its constitutional, regulatory and legal obligations;
- Working with the trustees to ensure that the organisation has the right management systems and structures to carry out its work effectively, accountably and safely.

**Promoting the organisation:** Specific duties include:

- Protecting and enhancing the reputation of the organisation;
- Seeking opportunities to expand and promote awareness of the organisation's work;
- Using the media appropriately to raise the organisation's profile;
- Acting as spokesperson (when authorised);
- Assisting in the formulation of marketing strategies and campaigns;
- Ensuring that marketing materials and other communications accurately and persuasively present the vision, mission and values of the organisation;
- Cooperating with fundraising staff, advising on grants, taking part in campaigns and meeting funders when necessary;
- Overseeing the regular updating of the website, production of the newsletter and other communications with supporters;
- Overseeing the regular updating of the website
- Seeking opportunities to expand the work of Ignite

**Safeguarding**

- Manage the safeguarding process

**Faith**

- Ignite is a Christian charity, working equally with young people of all faiths and none. It is faith based but not faith biased. There is a Genuine Occupational Requirement for this post holder to be a practicing Christian and so the Employment Equality (Religion and Belief) Regulations 2003 Section 7.2 applies to this post.
- To be involved in devising opportunities for young people to recognise spirituality as a resource;
- To develop relationship with churches.

**Additional**

- To undertake training as required;
- To keep up to date with trends within youth work in general and policies within government funding, spotting opportunities for the development of the work of Ignite;
- To undertake such other duties as the Chair may from time to time require.

# Person Specification

## Experience:

### Essential

- Five years experience of youth work
- Experience of managing a team of youth workers, preferably in a youth focused charity
- Working with Charitable trusts and foundations on agreed targets.
- Minimum of 5 years experience of working in the voluntary sector
- Working in partnerships with other organisations and local/central government
- Experience and evidence of successful fundraising from Trusts and Foundations

### Desirable

- A degree in Youth and Community Work or Social Work
- Developing a successful events, major donor and/or legacy income program
- Local knowledge of Harrow and the voluntary organizations

## Skills:

- An understanding of youth work and provision for young people
- Excellent verbal and written communication skills
- Confident with budgets
- Experience of working to and achieving targets and KPIs
- IT literate - strong knowledge of Microsoft Excel, Word and Outlook is required.
- Effective time management skills
- Ability to think outside the box and develop programs and vision
- Ability to make reasoned decisions
- Ability to plan and prioritise workload within a context of multiple demands
- Ability to relate to and work with professionals in a variety of contexts
- Excellent presentation skills
- An understanding of social media in relation to fundraising and charity communications

## Attributes:

- A confident and articulate individual able to communicate effectively with colleagues, professionals and members of the wider community.
- Someone who naturally able to see the bigger picture.
- Ability to work effectively as part of a team and under your own initiative.
- Integrity.
- Dynamic and enthusiastic.
- Ability to work under pressure.

## **Application Process**

We want to hear from all interested candidates, and kindly ask that you complete the Application Form attached and return on or before midday on Thursday 26th October.

## **Interviews**

Interviews will be Wednesday 8th November in Harrow. You will meet the team of youth workers and some of the trustees. You may be invited to stay and get involved in the evening projects, to meet some of the young people we work with.