

**Director - JOB DESCRIPTION**

Job Title: Director

Responsible to: The Board of Trustees, specifically the Chair

Responsible for: All Solace employees, contractors and voluntary staff

Holidays: 31 days pro rata plus bank holidays

Hours of work: 22.2 hours per week - The post also requires some evening work from time to time.

**Main Purpose of the Post**

1. Reporting to the Board, to maintain overall responsibility proactively for the management and development of Solace, a charity working in the Refugee / Asylum Seeker field, and in particular the development of a new business and operating model.

2. To be responsible for the overall financial management and budgetary control of the service.

3. To take the lead in co-ordinating project development and the submission of proposals for further funding.

1. To monitor and evaluate the service delivered.

5. To undertake any other duties identified with the Board of Trustees

**Key Duties and Responsibilities.**

* Reporting to, and working closely with the Board of Trustees to manage the service and

provide the Board with a quarterly report on all aspects of the management of Solace.

* Managing and contributing to the fundraising process.
* Planning operations and the day-to-day running of the service of the charity, providing psychotherapy and counselling to Refugees and Asylum Seekers.
* Establishing good working relationships and communication with all members of staff, taking the lead in the development and maintenance of team morale and motivation for the work and the service.
* Managing senior staff (but not on clinical aspects of the work).
* Ensuring that all legal, insurance and Health and Safety requirements are met.
* Managing the budget and ensuring that the service runs within budgetary constraints.
* Establishing working relationships with statutory organisations, and other voluntary, community, and statutory agencies dealing with mental health and Refugee and Asylum Seeker issues.
* Working closely with the Clinical Director to:-

1. Recruit, train and oversee the deployment of voluntary workers.
2. Identify staff training needs and act to promote continuous professional development.
3. Develop and maintain services to meet the needs of black and ethnic minority clients.
   * Promoting and supporting good equal opportunities practice and work in a non-

oppressive manner.

* + Undertaking other duties appropriate to the post as required by the Board.



**DIRECTOR - PERSON SPECIFICATION**

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for this post. *Essential requirements* indicate the minimum requirements. *Desirable requirements* are additional attributes which would enable the applicant to do the job more effectively, and will be used to distinguish between acceptable candidates meeting minimum requirements.

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|  | **Skills**  ***Candidate is able to:*** | **Essential** | **Desirable** |
|  | Process information accurately and concisely |  |  |
|  | Communicate effectively and appropriately to people at a variety of levels |  |  |
|  | Analyse and translate statistical and financial information |  |  |
|  | Manage the development of a new service |  |  |
|  | Prepare and present management reports |  |  |
|  | Develop and maintain constructive working relationships and/or partnerships with other agencies across the region |  |  |
|  | Prepare and present information to a variety of audiences |  |  |
|  | Develop, manage, motivate and lead a small staff team |  |  |
|  | Set targets and monitor performance |  |  |
|  | Use information technology, including word-processing, database management and internet |  |  |
|  | **Knowledge** |  |  |
|  | Qualification or training in business management |  |  |
|  | Understanding of business strategy and planning |  |  |
|  | Awareness of current employment legislation |  |  |
|  | Knowledge of health and safety requirements |  |  |
|  | Understanding of the work of other key mental health and RAS support services |  |  |
|  | Knowledge of how to access a variety of media for PR purposes |  |  |
|  | Knowledge of Refugee / Asylum Seeker issues, including mental health |  |  |
|  | **Experience of:** |  |  |
|  | Implementing a staff development system |  |  |
|  | Developing inter-agency and multi-disciplinary approaches |  |  |
|  | Budgetary management |  |  |
|  | Minimum 2 years’ experience of team management |  |  |
|  | Financial planning |  |  |
|  | Fundraising |  |  |
|  | The voluntary sector |  |  |
|  | Business Planning |  |  |
|  | **Behavioural & Other Job-related Characteristics** |  |  |
|  | Understands and is committed to equal opportunities policy and anti-racist and anti-sexist practice in all aspects of work |  |  |
|  | Demonstrates a positive approach and commitment to the development of staff |  |  |
|  | Willingness to travel |  |  |

1 May 2017