

Director

Job description & Person Specification

Salary: £36,000 pro rata

Hours: 32 hours per week Fixed term contract (Maternity Cover) until October 2019

Responsible to: Board of Trustees.

Based: Gloucester

Pension: 6% **Annual leave:** 25 days + bank hols pro rata

Closing date for application is **3rd August 2018 at 12pm.**

Other information:

- *post restricted to women under schedule 9, Part 1, Equalities Act 2010
- Applicants will undergo an enhanced Disclosure and Barring Service (DBS) check before employment starts
- The job involves flexible working hours including responding to crises and out of hours meetings
- The job is based in central Gloucester and involves regular travel throughout the county and limited travel within the south west and nationally (including occasional overnight stays).

Purpose of role:

- The oversee the overall effective day-to-day running of GRASAC services
- To continue to develop GRASAC services across Gloucestershire.
- Working in partnership with the Board of Trustees to ensure the strategic development of the organisation and successful delivery of its services.
- Developing policies and procedures that promote good practice across the organisation
- To develop and implement a fundraising strategy to ensure the sustainability of services
- Working in partnership with key partner agencies to enhance countywide response to survivors of sexual violence

Equalities Statement

Gloucestershire Rape and Sexual Assault Centre (GRASAC) is striving to be an equal opportunities employer and we particularly welcome applications from women from under-represented groups. Our current premises are wheelchair accessible. We will make reasonable adjustments to the working environment as required.

Key Responsibilities:

Management of services and people

1. Coordinate and ensure the effective delivery of services in line with GRASAC's ethos, values and constitutional objectives and the Rape Crisis England & Wales National Service Standards
2. Act as the responsible person for safeguarding within the organisation
3. Establish new and develop existing services across Gloucestershire to ensure the needs of all clients are met
4. Be responsible for the recruitment and line management of employees and the effective management of external contractors and service providers
5. Ensure the effective communication of information within GRASAC
6. Ensure the development and review of policies and procedures to meet legal and best practice obligations, ensuring compliance with all relevant bodies and centre wide consultation
7. Management of the finances, including budget setting and financial systems as required, ensuring effective oversight and reporting of the finances and budgets to the Board of Trustees
8. Accountable for compliance with legal obligations including requirements of the Charity Commission and Companies House
9. Provide appropriate and timely reports to the Board of Trustees
10. Be responsible for buildings management, including oversight of health and safety
11. Maintain the Rape Crisis England & Wales National Service Standards

Strategic Organisational Development

1. Be accountable for the development, implementation, monitoring and review of the organisation's strategic plan
2. Develop and review GRASAC's funding strategy to ensure the sustainability of the organisation
3. Establish routes for fundraising to ensure a balance of restricted and unrestricted funds
4. Work with trustees, staff and volunteers to ensure all service development is in line with strategic plan and identified need

Quality Assurance, Evaluation and Learning

1. Ensure effective monitoring and evaluation systems that reflect best practice across all aspects of the agency's operation
2. Ensure regular review of services and systems to identify unmet need and develop and respond by developing relevant services and partnerships
3. Keep up to date and informed about local, regional and national agendas, ensuring GRASAC can respond to trends effectively as they emerge
4. Develop and implement mechanisms for participatory research to generate data to inform service development, policy and advocacy positions.
5. Develop and maintain effective mechanisms to ensure survivors voices are heard, valued and shape service delivery and development

Representation, Advocacy and Visibility

1. Ensure effective systems are available to respond to all external enquiries-
2. Raise the profile of GRASAC through networking with relevant agencies partnership working and development of strong relationships with funders and partner organisations
3. Promote public awareness about sexual violence and deliver training to sister organisations as necessary
4. Work to inform and shape commissioning and service delivery strategies county-wide to help ensure the needs of survivors of sexual violence are understood and accounted for
5. Work in partnership with Rape Crisis England & Wales, and other Rape Crisis Centres, with specific attention to the south-west regional group
6. Carry out any further work that is reasonably in line with this position.

Person Specification

Essential

1. Excellent understanding of rape and sexual violence including causes, consequences and feminist analyses
2. A good understanding of intersectionality, anti-discriminatory practice and an ability to implement this in practice
3. Two years' experience of managing services in a relevant field
4. Experience of financial management including budgeting and reporting of budgets
5. Proven track record of securing, managing and reporting on funding from a variety of donors including experience in contract and grant based funding
6. Excellent leadership skills and experienced in management and staff/volunteer supervision
7. Excellent time management skills with the ability to manage a complex and demanding workload

8. Excellent interpersonal, relationship-building and communication skills, including verbal and written
9. Excellent project management and development skills and experience
10. Experienced in multi-agency working, preferably in a leadership role
11. Able to demonstrate a strategic understanding of and experience in the voluntary sector, particularly the violence against women and girls (VAWG) sector
12. Understanding of and experience in adult and child safeguarding
13. Highly competent in Windows based software and ability to be administratively self-sufficient
14. Able to work flexible hours, including out of hours meetings and able to respond to crises
15. Ability to travel throughout Gloucestershire
16. Full driving licence and access to a car
17. Appropriate professional qualifications, previous training or level of experience relevant to this role (for example, VAWG, social work, youth and community, counselling, management, voluntary sector experience)
18. Experience of working with the media, ideally including provision of interviews for broadcast or willingness to be trained

Desirable

1. Experienced in ensuring appropriate health and safety standards are maintained.
2. Experience of managing staff remotely.
3. Experience of delivering sexual violence and/or violence against women and girls and/or frontline support.
4. Good group facilitation and training skills

Please send completed applications to Laura@glosrasac.org.uk by **3rd August 2018 at 12pm.**
For an informal discussion about the role please call Louise Williams on 07760 787856.