***Job Description***

***Job title:*** Director, Bristol Women’s Voice

***Based at:*** Brunswick Square, BS2 8PE with possibility of some remote working across

the city

***Hours:*** 22.5 hours per week. The pattern of working will be flexible with agreement with the Chair of the Board of Trustees. Some weekend and evening working will be required

***Holiday:*** 20 days (pro rata) plus bank holidays (pro rata)

***Pay:*** £40,000 pro rata

.6 x £40,000= £24,000

***Probationary period:*** There will be a six-month probationary period

***Reports to:*** Board of Trustees, specifically the Chair

***Responsible for:*** BWV staff team **undergoing change** but currently: Projects coordinator, Volunteer coordinator, Zero Tolerance Partnerships coordinator, book keeping/admin post, City Listening Project admin post, IWD intern (from September)

Contract management: Listening City Project Manager, Listening City Research analyst, Listening City Project quality assurance post, International Women’s Day coordinator

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| **Job purpose:**   * Uphold the values of Bristol Women’s Voice, providing strategic and operational leadership * Ensure the financial sustainability of the organisation, through Fundraising, effective budgeting and financial management * Develop and maintain strong external relationships, representing Bristol Women’s Voice together with Trustees and building support for the work * Provide timely and accurate information and recommendations to Trustees, enabling them to fulfil their legal obligations and accountabilities for the charity. |
| **Key Responsibilities**   1. **1. Strategy and planning**    1. Work with Trustees to develop strategies and business plans underpinning Bristol Women’s Voice’s values and objectives.    2. Identify opportunities for organisational development and growth, ensuring need is regularly assessed with input from relevant stakeholders.    3. Develop and monitor appropriate work plans, in collaboration with appropriate staff/volunteers/Trustees.    4. Lead the implementation of Bristol Women’s Voice’s strategy, reporting to the board and monitoring and mitigating risk.    5. Build membership of BWV (currently 2000+) particularly with women from disadvantaged communities    6. Report to members on a regular basis including AGM and Annual Report 2. **Governance**   **Work with the Board to:**   * 1. Ensure compliance with the constitutional obligations (as defined in the governing documents), charity law, company law and any other relevant legislation or regulations.   2. Ensure that the Chair and Board of Trustees receive appropriate and timely information, and advice on all matters relevant to the discharge of their responsibilities.  1. **Resource management**    1. Work with Trustees and staff to identify potential funders and lead applications, bidding and reporting.    2. Create and maintain effective, long-term partnerships with donors and campaigning organisations to further the impact of Bristol Women’s Voice and maintain funding opportunities.    3. Be responsible to the Board of Trustees for the overall financial health of the organisation, generating income and ensuring that expenditure is controlled in line with budgets as approved by the Board 2. **External representation**    1. Alongside the Trustees, represent the charity on a wide range of issues both in public and with key stakeholders. Seek opportunities to attend key meetings and forums.    2. Ensure the organisation is presented in an appropriate and professional manner to its stakeholders and is always seen in the best possible light.    3. Promote the objectives of the Charity and influence key stakeholders to meet the needs and rights of women and girls in Bristol.    4. Oversee all publicity, marketing and campaigns, including social media campaigns. 3. **People management**    1. Ensure that all team members are effectively line managed, whether directly or through appropriate delegation    2. Engage paid staff and volunteers in the aims and objectives of Bristol Women’s Voice, ensuring that all staff have clear objectives and understand their contribution to the organisation.    3. Ensure that staffing structures and roles meet the needs of Bristol Women’s Voice.    4. Apply HR policies fairly and consistently in respect of leave, absence management, performance and behaviour.    5. Ensure a culture and ethos of consultative and collaborative working runs throughout the organisation.    6. Engage staff and other stakeholders in change programmes in support of organisational aims and objectives. 4. **Policy Development**    1. Ensure that appropriate policies are in place and adhered to, safeguarding the charity and ensuring legal compliance.    2. Keep informed of potential and planned policy changes, and ensure that local policies are kept up to date, seeking advice from Trustees.    3. Promote a culture of organisational learning, and oversee regular review of policies and policies to ensure they are fit for the organisation’s purpose. 5. **Other**    1. Oversee the effective use and maintenance of ICT systems, including the website.    2. Ensure the smooth running of the office such as monitoring the health, safety and security of the workplace.    3. Undertake relevant training and development activities as required    4. Carry out any other work or duties that are reasonably requested. |

***Person Specification***

*Experience can be demonstrated from employment or volunteering*

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| **Essential Skills and Experience**   * Senior leadership experience, preferably in the voluntary or public sector * Experience of developing and implementing strategic, business and operational plans * Experience of representing an organisation externally * Experience of leading people and teams * Experience of change management and organisational development * Experience of sound financial and resource planning and management * Proven experience of generating income * Experience of building and maintaining effective relationships and influencing internal and external stakeholders.   **Knowledge**   * Understanding of issues affecting different women and girls in Bristol and nationally * Understanding of equality and diversity issues * Understanding of charity fundraising and funding opportunities * Sound knowledge of governance and financial management * Knowledge of national equalities policies     **Skills**   * Strong networking skills and the ability to build relationships across wide stakeholder groups * Strong influencing skills with external and internal partners * A clear and persuasive communicator, including verbal and written communication and using social media * Ability to work cooperatively with Trustees and staff in the best interests of the Charity * Ability to recognise personal development needs and to identify for own/others development * Ability to work flexibly, apply strategic development ideas to support growth and develop a learning culture at BWV   Other   * A clear commitment to feminism and the values, aims and objectives of Bristol Women’s Voice. |