

ORGANISATION:	Adavu
JOB TITLE:	Director
LOCATION:	Central office (Jericho Building offices, Balsall Heath)/home, subject to agreement with Line Manager. This role will also require the post holder to travel to meet with Adavu staff, volunteers and partners and attend appointments across the West Midlands policing area**.
HOURS:	37.5 hrs/week including occasional evenings and weekends.
SALARY:	£36,225
ACCOUNTABLE TO:	Accountable to the Board of Trustees

CONTEXT

Founded in 2011 originally as a project of the Birmingham Methodist District, Adavu (www.adavu.org.uk) facilitates a local response to modern slavery. Adavu CIO is now its own registered charity (no. 1199391) and offers the following:

- Long term support to adult survivors of modern slavery making the transition into a life in the local community
- Advocating justice in relation to the issue of modern slavery
- Building partnerships to prevent and effectively respond to modern slavery
- Raising awareness and understanding of modern slavery to enable others to effectively respond to it

For further information about Adavu, please see www.adavu.org.uk
This post is funded by the National Lottery Community Fund.



SCOPE AND PURPOSE:

The Director will have responsibility for the strategic leadership of the organisation and, working with the Board of Trustees, to set vision and direction. This role will oversee and implement Adavu's key operations that include HR and line management of the Casework Manager, Volunteer Co-ordinator and Wellbeing Worker; financial systems and processes; liaison with outsourced professional services such as payroll and financial services; fundraising activities and grant bids; develop and maintain partnerships with other organisations; contribute towards wider systemic change in policy and research; and maintain and develop Adavu's marketing and communications.

** in the event of a pandemic, where legal regulations permit working remotely from home only, then remote working would be a requirement for a temporary period. This would be subject to a risk assessment being carried out and reasonable adjustments to the work environment being explored with the job holder

PRINCIPAL RESPONSIBILITIES

Strategic

1. To provide leadership for Adavu, working with the Board of Trustees to shape vision and direction and to form a strategic plan
2. To identify, within a constantly evolving policy context, strategic opportunities and potential partnerships to shape, influence and create systemic change
3. Contribute to relevant fora, partnerships and networks to raise awareness and advocate for change
4. Participate in relevant research and policy consultations
5. To develop and maintain external relationships with stakeholders
6. To work with the Board of Trustees to develop and strengthen good governance, including compliance with legal and regulatory responsibilities, policy creation and review, strategic risk management and training

HR

7. Line management of the Adavu Casework Manager, Volunteer Co-ordinator and Wellbeing Worker
8. Recruitment of new employees
9. Oversee the staff and volunteer team including regular team meetings, away days and wellbeing activities

Financial

10. Preparation of monthly management accounts (to form the basis of quarterly financial reports from Adavu's outsourced financial services)
11. Oversee and arrange the payment of the payroll (including pension) each month (outsourced payroll services will produce monthly reports for calculations)
12. Arrange payment of all invoices
13. Prepare annual budgets
14. Monitor and report on grant expenditure
15. Submit Charity Commission annual return
16. Develop and implement a fundraising strategy and submission of grant bids

Operational

17. Manage contracts including mobile phone provider, IT support services, Lone Working app, finance and payroll services, rent, website maintenance, interpreting services, clinical supervision
18. Oversee and review operational risk management
19. Ensure compliance with legal duties, including insurance, ICO registration, pension regulator
20. Safeguarding, information governance and Health and Safety Lead
21. Deliver awareness-raising sessions to stakeholders and community groups
22. Create and implement a marketing and communications strategy
23. Contribute to regular social media posts
24. Update website content when needed
25. Respond to media enquiries

Other

26. On occasion to be willing to work out of hours or stay away from home over night, as per any relevant policies such as Time Off In Lieu and expenses
27. Undertake any task that may be reasonably requested within the scope of the role, and required by the Board of Trustees.

Due to the nature of the work, the post holder must:

- 28. Be self-motivated and able to carry out their own work programme whilst liaising with the Line Manager and trustees.
- 29. Be involved in regular supervision and appraisal, including attending Board meetings
- 30.** Adhere to relevant Adavu policies and procedures
- 31. Maintain confidentiality whilst working within Safeguarding procedures and ensure confidentiality, privacy and dignity for beneficiaries.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
1 Education and Training		
1.1 Good standard of education (to GCSE standard or equivalent) including Maths and English.	E	
1.2 Relevant qualifications		D
2 Relevant Experience		
2.1 Experience leading an organisation	E	
2.2 Experience working within an organisation that supports vulnerable people	E	
2.3 Experience of recruiting and managing a team	E	
2.4 Experience of working in partnership with other stakeholders, including voluntary and community groups	E	
2.5 Experience of implementing and overseeing financial systems and processes, managing contracts	E	
2.6 Experience of overseeing and/or implementing marketing and communications for an organisation		D
2.7 Experience of securing funds such as through grants, donations and commissioned contracts	E	

3 Special Knowledge, Skills & Responsibilities		
3.1 Knowledge of issues relating to Modern slavery in the West Midlands, UK and Globally and the support needs of survivors.	E	
3.2 Knowledge and understanding of the importance of compliance with the regulatory and legal duties for charities including safeguarding, information governance, health and safety, financial reporting, HR.	E	
3.3 Knowledge and understanding of identifying and managing risk	E	
3.3 Able to work flexibly, independently and under pressure	E	
3.4 Able to support and manage others, and encourage active self-reflection	E	
4 Special Qualities or Aptitudes		
4.1 Able to work flexibly as part of a small team	E	
4.2 Sensitive towards people of all Christian traditions, those of other faiths, and those of no faith	E	
4.3 Understanding of, and agreement with, the principles of equal opportunities and anti-discriminatory working practices.	E	
4.4 Understanding of, and agreement with, procedures around partner and client confidentiality.	E	
4.6 Enhanced Disclosure & Barring check	E	
4.7 Willing and able to travel across the West Midlands, and occasionally further afield.	E	
4.8 Full clean driving license and use of vehicle with business insurance.		D