

Inverclyde Women's Aid Director Role Description

Job Title:	IWA Director
Responsible to:	Chair of the Board of Trustees
Salary scale:	£45k - £48k per annum
Working hours:	35 hours per week
Location:	George Square Office, Greenock, IWA Refuge with occasional hybrid working

About Us:

Inverclyde Women's Aid offers impartial and confidential services and support to women and children across the Inverclyde region. For over 35 years, they have supported those facing domestic and sexual violence, abuse, and oppression.

Primary Purpose:

The IWA Director is accountable to the Board of Trustees and together they set the strategic direction of the Organisation. The IWA Director leads the management of the Organisation, its resources, and operations, supported by Members of the Senior Management Team.

Key responsibilities:

- To lead the Senior Management Team in delivering all aspects of IWA's work including the delivery of our Domestic and Sexual Abuse Survivor Services, finance, fundraising, business and partnership development, administration, facilities management, human resources, health and safety, ICT, and internal and external communications.
- To support a positive women-centred culture in all aspects of the Charity's operations, placing person-centred care and recovery at the heart of our services and ensuring the service delivers to the Care Inspectorate Housing Support Framework and SSSC requirements.
- To ensure compliance with legal and regulatory requirements and delivery of good practice in all aspects of the Charity's work, including accounting to funders for our work and meeting all funding conditions including reporting requirements.
- To work to raise the profile of the Charity with external stakeholders, representing IWA to a high professional standard including in print, social media, and broadcast media.
- To support IWA's activities as it seeks to grow and develop its resources and develop itself as a provider in excellent services for women, designing and championing new opportunities and partnership development.
- To influence and represent the Charity externally at a high level, including within the national Scottish Women's Aid network, with Scottish Government and at a regional level. Build effective partnerships with others who align to our values and philosophy.
- Understanding of and commitment to the feminist values, vision and mission of IWA.

Responsibilities:

Leadership:

- Develop a motivational, happy, supported, and empowering culture which reflects the integrity and values of the Charity which continually motivates staff to achieve excellence.
- Help oversee all aspects of the leadership of the Charity, promoting high standards in all aspects of its work creating a consistent and open leadership culture.
- Seek out, develop, and maintain effective working relationships with all relevant Organisations and individuals to promote the work of the Charity and to promote and facilitate its strategic objectives.

Governance and compliance:

- Foster good working relationships and ensure systems and structures are in place for the Board of Trustees to fulfil its statutory responsibilities and exercise effective control of the Charity's affairs.
- Work with the Chair to ensure that the Board of Trustees continues to evolve and has an appropriate mix of skills and experience to oversee the performance of the Charity's existing operations and to deliver its strategic objectives.
- Liaise with the Board of Trustees to ensure that the Charity's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary, including managing risk across the charities functions.

Strategy, planning and control:

- Work with the Board of Trustees in relation to the development of the Charity's strategic vision, mission and values and be responsible for leading the implementation of it, ensuring that staff are vested in it as they deliver services.
- Ensure that rigorous and effective processes are in place to meet and monitor strategic objectives and provide regular reports to the Board of Trustees.
- Lead the development and implementation of strategic goals, objectives, and financial plans to meet both the short-term and long-term business plan aspirations.
- Identify strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes, including maintaining a risk strategy for the Organisation and associated mitigations.

Financial Management:

- Accountable to The Board of Trustees for the overall financial health of IWA including ensuring that new funding opportunities are actively pursued.
- To grow the income and resources of the charity through fundraising and income generation.
- Ensure the appropriate financial reporting to the Board of the Charity's financial position and make recommendations in respect of financial management.

Operations:

- Develop and lead the Senior Management Team ensuring that responsibilities are clearly understood, and where collaboration and team working is in evidence and encouraged.
- Deliver professional supervision to Members of the Senior Management Team and complete performance appraisals, ensuring that all staff have an opportunity to have clear objectives, and for performance to be assessed fairly.
- To agree annual IWA Director Performance Objectives with the Chair of the Board.

Other duties:

To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post including sharing the keyholder responsibility with the Team Leader.