**Job Description:** Director of WEN Wales

**Location:** Cardiff

**Salary:** 30 hours per week

 NJC pay scale

£39,000 (pro-rata)

**Main purpose:** The Director will have strategic responsibility for the leadership and development of the Women’s Equality Network (WEN) Wales. Working closely with the Management Committee, they will play a key role in continuing to grow the organisation and its networks, informing and influencing public policy, and in maximising the opportunities to secure funding and partnerships to deliver WEN’s strategy for the benefit of women in Wales.

We have a clear and ambitious vision for WEN and we’re looking for someone who relishes a challenge to lead the organisation in this exciting growth phase of its development. You will be someone who understands the big picture but who can also roll their sleeves up and get stuck in. A self-starter you will be comfortable delivering at pace with minimal supervision. The Director role requires strong leadership and interpersonal skills.

**Reports to:** A nominated member of the Management Committee

**Responsible for:** There are no immediate reports at present. The team structure is currently being developed and the Director will be responsible for any staff members employed by WEN in the future, and those contracted to undertake work for WEN.

**Key Objectives**

* To have strategic responsibility for the leadership and development of WEN’s work in Wales
* To lead WEN’s campaigning, influencing and public policy work in Wales
* To maximise opportunities to secure new funding and partnerships to grow and develop WEN’s work in Wales
* To raise the profile of WEN’s work and to develop and maintain relationships with key external partners and agencies
* To manage the implementation of the Charity’s strategic plan and to develop and manage annual operational plans, ensuring they are continually the central drivers of the Charity’s work

**Benefits**

Generous Annual Leave entitlement

Contributory pension

Equal Opportunity Employer

Flexible working

Learning and Development opportunities

**Key duties and responsibilities**

**To have strategic responsibility for the leadership, development and delivery of WEN’s work in Wales**

* Work with the Management Committee to develop WEN’s strategy for developing the organisation and expanding activity.
* Lead on securing commitment and support of others, internally and externally, to delivering the strategy and achieving WEN’s vision
* Ensure delivery of agreed strategic objectives and provide effective performance reports to the Management Committee.
* Raise the profile of WEN Wales, ensuring that the charity’s work is recognised both by the general public and a full range of interested stakeholders
* Represent WEN externally, actively networking and maintaining regular contact with key partners in the voluntary, statutory and private sectors in order to maximise opportunities for influence, and development
* Manage WEN’s relationships with the regional networks across Wales, ensuring that strategic planning is informed by their views
* Maintain a keen awareness of matters affecting women and the organisations representing them and respond to key emerging challenges and issues
* Ensure the proper management of budgets and deliver financial controls and financial reporting as required
* Provide line management support to all staff recruited to deliver WEN’s work in Wales, nurturing the talent and capability of direct reports so that they excel against their strategic objectives
* Provide the secretariat to the Management Committee and work with the chair of the committee to ensure that WEN’s work is effectively governed
* Ensure effective business planning to facilitate delivery of the strategy, and develop and maintain systems to monitor the progress of those plans including regular reporting to the Management Committee
* Effective project and progamme management to ensure delivery of key activity, including recording, monitoring and management of risks
* Effective monitoring and evaluation of key areas of activity, to enable demonstration of impact and recording of lessons learned

**To maximise opportunities to secure new funding and partnerships to grow and develop WEN’s work in Wales**

* Identify and pursue new opportunities for funding which support delivery of the WEN’s strategic objectives
* Development of a funding strategy outlining the preferred funding model for WEN (with a mix of at least 3 of the 6 main funding types) to give the best chance of organisational sustainability in the longer term
* Ensure the effective management of existing income-generating service delivery contracts, including the timely reporting to funding bodies as required and maintaining relationships with key funders and supporters
* Build partnerships with key organisations to develop joint projects and initiatives to benefit women and girls in Wales
* Develop new and innovative fundraising activities

**To lead WEN’s campaigning, influencing and public policy work in Wales**

* Development of an influencing strategy, ensuring that WEN achieves its public policy and campaigning objectives
* Give women and girls in Wales a voice, by identifying campaign priorities and new areas for the development of influencing activity drawing upon evidence of the issues they face
* Maximise all relevant opportunities to influence public policy and practice on behalf of WEN, working in partnership with other organisations wherever this supports the furtherance of policy objectives
* Keep the Management Committee informed of key external policy developments and develop the charity’s position and responses
* Represent WEN’s policy positions to external audiences, including the media, civil servants and politicians. In particular, establish effective and ongoing dialogue with local Assembly Members, relevant Ministers and civil servants in order to represent policy positions
* Ensure effective communication on key issues across the WEN network and to external audiences
* Respond to relevant national consultations on issues affecting women and girls in Wales

**General**

* Maintain and improve competencies through continuous professional development
* Ensure effective organisational policies, systems and protocols are in place and adhered to, working to administrative, communication, health and safety protocols and policies
* Support and promote diversity and equality of opportunity in the workplace.
* Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post
* In conjunction with the lead member of the Management Committee, take responsibility for ensuring a high performing finance function including:
	+ Production of the annual budget for approval by the Management Committee
	+ Reporting of management information to enable monitoring of financial performance against that budget
	+ Production of accounts to enable the Management Committee to fulfil its reporting remit, in conjunction with external auditors
	+ Ensure a cost-effective and efficient IT infrastructure and operation across the Charity

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Experience of strategy development and delivery | X |  |
| Experience of policy and campaign development  | X |  |
| Experience of lobbying politicians and working successfully with Government Departments | X |  |
| **Skills**  |  |  |
| Excellent all round communication skills  | X |  |
| Leadership and motivational qualities | X |  |
| Well developed networking, representational and negotiating skills | X |  |
| Excellent time management skills with the ability to produce quality work with minimal supervision  | X |  |
| Ability to work confidently with the press and broadcasting media  | X |  |
| Track record of working in partnership with other organisations | X |  |
| Good people, project and budgetary management skills | X |  |
| Computer literacy, including experience of social media | X |  |
| Entrepreneurial approach to income generation |  | X |
| Welsh speaker |  | X |
| **Knowledge**  |  |  |
| Significant knowledge and understanding of women’s equality issues  | X |  |
| Significant knowledge of the strategic and practical issues affecting organisations working to support women and girls in Wales | X |  |
| Understanding of the structures and working of the Wales Government and Welsh Assembly  | X |  |
| **Qualifications** |  |  |
| Degree level (or equivalent) qualification | X |  |
| **Other requirements** |  |  |
| Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.  | X |  |
| The role will require flexibility at times, including some weekend and evening work, and the ability to travel throughout Wales and stay away overnight when required  | X |  |

**How to apply**

To apply for this position, please send us a comprehensive CV, explaining any gaps in your employment, along with a supporting statement which fully addresses the appointment criteria in the person specification. Please ensure that you have included your telephone contact numbers as well as any dates and times when you will not be available for interview or might have difficulty with the recruitment timetable.

You should give the names, positions, organisations and email and telephone contact details of two referees, one of whom should be your current or most recent employer. References will only be taken up once your express permission has been granted.

Interviews will be held during the week beginning 3rd July 2017

Completed CVs and supporting statements should be emailed to admin@wenwales.org.uk

They can also be posted to: Recruitment, Women’s Equality Network (WEN) Wales, c/o Chwarae Teg, 1st Floor, Anchor Court, Keen Rd, Cardiff CF24 5JW

If you would like to have an informal discussion about the role, please contact

Mair Rigby 07511 939235 or mair.rigby@wenwales.org.uk