



DIRECTOR - JOB DESCRIPTION

- Job Title:** Charity Director
- Reporting to:** Management Committee
- Managing:**
- Promoter/Fundraiser (part-time)
 - Charity Challenge Coordinator (part-time for 7 months to 31.3.18)
 - Volunteers
- Location:** Office based at St Johns, Isle of Man
- Hours:** 21 - 28 hours per week
- Contract:** One year, renewable subject to funding. To start early January 2018.
- Remuneration:** Gross annual salary of £20,000 - £25,000 (depending on experience) for a 28-hour week (full-time equivalent: £25,000 - £31,250); paid at the end of each month.
- Other benefits:** A car allowance of 45p per mile may be claimed when a car is used for work (but excluding journeys to/from home to OWC).

Job Summary:

The One World Centre (OWC) on the Isle of Man is seeking a dynamic, experienced and committed individual to provide overall management of the OWC in promoting global issues such as equity, justice, human rights and sustainability; the role will include the planning, implementation and delivery of a variety of activities. The main focus of the job will be to expand awareness of such issues in schools in close collaboration with the Isle of Man (IoM) Government's Department of Education and Children, and in accordance with our funded work plan agreed with the Government's Cabinet Office. At the same time the Director is encouraged to creatively introduce new ideas and develop the OWC. The Director will also manage the part-time Fundraiser / Promoter and the Charity Challenge Coordinator. Together with the Fundraiser / Promoter the Director will promote the work of the OWC and, together with the Management Committee, the Director will be responsible for the OWC's financial expenditure and adhering to budget.

SPECIFIC DUTIES

These are likely to include some or all of the following:

- Develop creative ways of delivering development education to school students, other groups and the general public
- Train, advise and build relationships with relevant teachers to raise awareness of the global dimension, sometimes directly engaging with pupils.
- Organise a regular programme of events aimed at schools, such as the primary schools film competition, in line with agreed work plan.
- Organise the 'Global Village' event on Tynwald Day (5 July) to promote global awareness among the community at large.
- Provide management and overview of the OWC's 'Charity Challenge' Coordinator.
- Coordinate advocacy and campaign work, alongside allies.
- Proactively pursue fundraising opportunities, together with the Promoter/Fundraiser, as well as support from the management committee and volunteers.
- Organise street collections for appeals launched by the Disasters Emergency Committee.
- Maintain and develop close relationships with major donors.
- Network, liaise and cooperate with like-minded organisations on the Island, as well as global education centres in the UK as appropriate.
- Together with the Promoter / Fundraiser, participate in media and public speaking opportunities to promote the work of the OWC.
- Encourage and manage volunteers.
- Maintain and advertise a relevant stock of resources.
- Provide regular reports to the management committee and major donors.
- Encourage and build on the existing membership through organising occasional events, managing social media campaigns and utilising mainstream media.
- Attend meetings of Management Committee (6-8 evenings per year) and circulate a report in advance of each meeting.
- Prepare an Annual Report for members and donors outlining current projects, progress and challenges.



PERSON SPECIFICATION

(* = Essential. Otherwise, desirable though not essential)

EXPERIENCE

- Managing a similar-sized organisation
- A teaching qualification and at least two years' teaching experience
- Some experience of development education*
- Experience of a developing country
- Proven success in fundraising for charities
- Track record of advocacy or campaigning

SKILLS

- Excellent management and organisation to work effectively*
- Self-starter; able to take initiative*
- Strong interpersonal and relationship-building skills – a good team person*
- Efficient networker*
- Confident communicator with public and media, and with young people*
- Able to operate as part of a team with staff and volunteers*
- Familiarity with basic IT applications in word processing, spreadsheet, email, internet etc*
- Comfortable with budgets and accounts
- Adaptable and proven ability to learn*

KNOWLEDGE

- Knowledge of current issues in development and environment*
- An understanding of the Isle of Man's culture, government and networks

COMMITMENT

- Strongly committed to ideals of social justice, especially at a global level*

OTHER

- This job involves travelling around the Island and applicants are required to have a full driving licence and access to their own vehicle.*

Candidates will be required to complete a child protection form and the successful candidate will need a DBS check before starting work. The OWC would need to apply for a work permit for a non-Manx successful candidate.