**JOB DESCRIPTION**

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| **Job Title:** | Director |
| **Post Salary:** | NJC PO5-P07 £39,177 - £46,645. 6 month contract with possible extension subject to funding and performance. |
| **Working Hours:** | 16 per week (including some evenings) |
| **Responsible to:** | Kairos Board of Trustees |
| **Responsible for:** | Operations Manager, Business Development Manager |
| **Role:** | * To lead the organisation into sustainable growth * To support the Board of Trustees to effectively manage the organisations legal and regulatory responsibilities * To provide strategic leadership to the organisation, promoting the work of Kairos WWT in line with our ethos. |

**Main Responsibilities**

**General management**

1. To lead Kairos WWT, providing strategic leadership and clear direction to all staff
2. To support the Board of Trustees in ensuring Kairos delivers on its priorities of supporting vulnerable women in Coventry
3. To manage the overall operations of the organisation ensuring finances and resources align to meet strategic priorities within identified risk boundaries
4. To represent Kairos WWT at a local and National level, fostering important partnerships and strategic alliances.

**Financial and risk management**

1. To secure the long-term viability of the project, supporting the Business Development Manager to secure funding for key service areas, prioritising core services
2. To lead on managing organisational change
3. To monitor and manage associated financial and staffing risks to the organisation; to own the risk register.

**Governance**

1. To ensure the organisation meets its legal and administrative duties particularly in relation to HR and financial management.
2. To support the Board of Trustees in its development as a robust caretaker of the organisation.
3. To support the Board of Trustees with recruitment, training and retention of members.
4. To inspire confidence and motivate staff and the Trustee board through a period of transition and manage the change.
5. To line manage the Operations Manager and Business Development Manager
6. To direct policy development and long term strategic planning.
7. To perform any other duties reasonably required within the job scope and its grading

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | **Measured By** |
| **Qualifications** |  |  |  |
| Degree or equivalent |  | 🗸 | Application Form |
| Project Management (for example Prince2) |  | 🗸 | Application Form |
|  |  |  |  |
| **Experience** |  |  |  |
| Leadership at a senior level, preferably in a third sector organisation | 🗸 |  | Application form/interview |
| Managing and motivating people within a change environment | 🗸 |  | Application form/interview |
| Supporting and developing a board. |  | 🗸 | Application Form |
| Leading strategic planning and long-term organisational development | 🗸 |  | Application Form/Presentation |
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| **Knowledge** |  |  |  |
| Thorough understanding of the issues facing women in prostitution and sexual exploitation. | 🗸 |  | Application Form/interview/  Presentation |
| A working knowledge of safeguarding adults in a service delivery organisation |  | 🗸 | Application form/interview |
| An understanding of drugs and alcohol issues and how they affect the KairosWWT client group |  | 🗸 | Application Form/interview |
| An understanding of relevant legislation relating to charity business | 🗸 |  | Application Form |
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| **Skills** |  |  |  |
| Excellent communication skills both spoken and in writing. Able to speak succinctly and engage a wide spectrum of audiences | 🗸 |  | Application Form/presentation |
| Coaching skills. Able to develop senior management and trustees, empowering individuals and the collective | 🗸 |  | Application form/interview |
| Financial planning; budgetary forecasting and reporting | 🗸 |  | Application form/interview |
| Able to work under pressure and remain supportive and positive |  |  | Application form/interview |
| Able to develop key strategic relationships for the long-term benefit of the organisation | 🗸 |  | Application form/interview |
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| **Qualities/Values** |  |  |  |
| Demonstrates a belief in the value and dignity of our service user and all women | 🗸 |  | Application form/interview |
| Aptitude for strategic planning and ability to translate that into actions. | 🗸 |  | Application form/interview |
| Able to remain calm under pressure | 🗸 |  | Application form/interview |
| Commitment to the KairosWWT values | 🗸 |  | Application form/interview |
| Capacity for empathy | 🗸 |  | Application form/interview |
| **Other** |  |  |  |
| Full driving licence |  | 🗸 | Application Form |
| Access to a vehicle during working hours |  | 🗸 | Application Form |
| Willingness to work unsocial hours | 🗸 |  | Application Form |
| Unrestricted right to work in the UK | 🗸 |  | Passport |