

# The Fellowship of Reconciliation (FoR)

## Job Description

<b>Job Title:</b>	Director
<b>Responsible to:</b>	The Trustees
<b>Job Summary:</b>	To be responsible for the development, co-ordination and implementation of FoR's work as agreed by the Trustees of the Fellowship.
<b>Overview:</b>	The Director embodies the ethos and values of the Fellowship, providing vision and leadership for its work. The Director is responsible for the day-to-day running of the organisation and is particularly charged with developing its work and raising its profile.

### Key responsibilities:

- To provide strategic leadership for FoR, including developing and reviewing the three-year strategic plan in conjunction with the Trustees.
- To develop projects, programmes and resources to implement and fulfill FoR's strategic plan.
- To motivate, lead and manage FoR's staff to enable them to give of their best within their roles.
- To increase the membership and supporter base of FoR.
- To raise the profile and reputation of FoR, particularly within the Christian community and the wider peace movement.
- To work closely and collaboratively with key individuals and organisations locally, nationally and internationally in Christian peace movements and those inspired by other faiths.
- To ensure the development of FoR's funding base through appropriate fundraising activities.
- To undertake appropriate public and media engagements as a spokesperson for FoR, both on specific issues and in relevant areas of public policy.
- To service and assist the Trustees in the fulfilment of their governance role.
- To undertake tasks as directed by the Trustees to ensure the well-being of FoR.
- To ensure that all activities are carried out in a manner that meets the Charity Commission's requirements and complies with relevant legislation.

**Person specification:**

	<b>Essential</b>	<b>Desirable</b>
1. Personal Attributes	A person who represents and implements the values and vision of FoR, especially to the churches, other peace organisations, funders and supporters	A practising Christian with a commitment to active nonviolence
	In sympathy with the Basis of FoR	
	Commitment to working with people of other faiths on matters of common interest.	
	Commitment to equal opportunities as both a goal and a method of working	
2. Education and Qualifications	Good general education to A Level or higher	Some study of theology and its application to issues of peace and justice
	Training and / or qualifications in management	
3. Experience, Expertise and Skill	Ability to think strategically, to analyse and review the environment, and to take a creative and proactive approach to development	Experience of growing a small organisation
	Experience of working in the voluntary sector with a board of trustees	Experience in peace and justice related work
	Ability to develop and implement specific initiatives in line with agreed strategy	
	Excellent oral and written communication skills, both internal and external, to a broad variety of audiences.	
	Computer skills for office and communication purposes	
	Proven ability to motivate, inspire, lead and develop a small staff team in a collaborative style	Experience of Investors in People programme
	Experience of setting priorities and managing to a limited budget	

**Principal Terms and Conditions:**

- Salary:** £30k - £33k, depending on experience; reviewed annually on 1 January
- Hours:** Full time – 35 hours per week with unpaid lunch break
- Contract:** Initially until December 2012, renewable thereafter at the option of the Trustees
- Holidays:** 25 days paid holiday plus statutory holidays.
- Pension:** FoR will contribute 2% of salary to a personal pension scheme, plus an amount equal to the employee's contribution but not exceeding a further 3% of salary.