



Job Description and Person Specification

Post Title:	Executive Director
Contract Type:	Permanent
Hours:	Full Time
Responsible to:	Management Committee via SBS Chair
Salary:	£60-£65K
Place of Work:	Southall & Remote
Responsible for:	20 members of staff
Application Deadline:	07 February 2022 (5pm)
Interview Date:	15/16 February 2022

About Southall Black Sisters

This is a once in a lifetime opportunity to bring your vision and skills to shape the future direction of a landmark organisation.

Originally set up in 1979, Southall Black Sisters has established itself as an iconic organisation based in West London, but with a national reach and reputation for its landmark legal interventions, its contributions to changes in policy for the benefit of Black and minoritised women through its targeted campaigns, and its unique approach to casework and advocacy.

In 1983, we set up a not for profit, advice, campaigning, resource, and advocacy centre for Black and minoritised women, defending women's rights and freedoms, with a particular focus on challenging all forms of violence against South Asian women. SBS casework has highlighted flaws in community and state responses to Black and minoritised women and children and, alongside other BME organisations, we have developed a specialism in meeting the needs of minoritised women and children that have been subjected to violence and abuse.

Our casework also addresses specific forms of violence including honour-based crimes, forced marriage and related problems such as religious and cultural pressures to conform, racism, homelessness, housing, matrimonial, child custody, and immigration matters. Our work by its very nature must address issues of multiple discrimination, involving the simultaneous experience of race, gender, class and other axes of power and inequality. In our day to day casework, we are increasingly compelled to address as a matter of urgency, the rise of religious fundamentalism in minority communities in the UK, and its impact on the curtailment of women and children's human rights: the right to life, the right to be free from inhuman and degrading treatment, the right to choice in marriage, the right to private life, the right to freedom of expression, the right to an education and the right to a fair trial.

Job Description

Purpose of post:

- To provide strategic vision and leadership to the operation and development of Southall Black Sisters (SBS) within the direction set by the Management Committee (MC), both internally and externally.
- To take overall responsibility for SBS's management and administration within the governance and accountability frameworks established by the Management Committee.
- To ensure SBS's operational activities align with its objectives.

Key Responsibilities:

Campaign Management

- To identify issues emerging from our casework which need to be highlighted through effective and targeted campaigning.
- To ensure the profile of SBS is maintained at a high level and the organisation is presented in a professional and positive manner to all relevant sections of the public.
- To act as an ambassador for SBS, and deliver our brave and sometimes complex messages to a wide range of audiences.
- To encourage collaboration with communities and SBS supporters.
- To represent SBS externally and actively lead on, and participate in, campaigns to speak out against all forms of violence against women and children, against cultural and religious pressures in the community, racism, state overreach and immigration controls.
- To manage campaigns and communications staff to develop and implement an integrated campaigns and media strategy, using traditional and digital media channels which will raise SBS's presence and profile in an engaging way.
- To foster good relations with key partners.

Strategic Planning

- To keep abreast of all relevant professional and legislative developments.
- To prepare long-term strategic plans with the Management Committee and advise on their implementation.
- To ensure that the proposed strategy is the product of a process involving staff, volunteers, and MC members at appropriate levels.
- To develop an annual Business Plan and Key Performance Indicators (KPIs).
- To lead, direct, and oversee the achievement of plans and KPIs and to provide the Management Committee with regular reports on progress.

Organisational Management

- To lead and support SBS's staff and volunteers in achieving the organisation's aims and objectives.
- To foster good decision-making and communication throughout SBS.
- To promote and represent SBS by ensuring that effective relationships with key partners, clients and funders are maintained and developed.
- To ensure that SBS develops and maintains appropriate and effective policies and procedures.

- To ensure that SBS has the appropriate staffing structure and management systems in place to deliver its strategic aims and objectives.
- To ensure that the major risks to which SBS is exposed are reviewed and managed.
- To review and develop existing systems for evaluating the outcomes and impact of SBS's work.
- To develop mechanisms for listening to the views of service users on the performance of the organisation.
- To oversee a governance review every two years.

Fundraising

- To lead the SBS fundraising strategy and coordinate the work of the fundraiser(s).
- To build a programme of individual, statutory, corporate, legacy and trust donations to ensure long-term sustainability.
- To ensure a healthy balance between various income streams.
- To lead, manage and motivate the fundraiser(s) to ensure a high-quality donor care experience.
- To help ensure adequate funding is available to cover all SBS activities and budgets. This will include: establishing and maintaining on-going relationships with new and existing donors; maximising all possible statutory funding; making appropriate trust/foundation applications; identifying and procuring funds from all other available funding streams.
- To assist MC members as appropriate in the planning and organising of fundraising events.

Staff Management

- To provide effective leadership, inspiring and supporting staff to meet targets and to understand how their contribution is vital to achieving wider strategic aims.
- To ensure all staff receive supervision and appraisal, in line with SBS policies and procedures.
- To oversee the recruitment and induction of new staff.
- To adhere to good employment practices.
- To review and improve employment policies as and when required.
- To ensure there are clear lines of accountability and responsibility across the SBS team which foster and maintain effective working relationships.

Management of Resources

- To be responsible to the SBS Management Committee for the overall financial health of the organisation.
- In conjunction with the Treasurer, to ensure the SBS Management Committee is presented with annual Budget proposals and monthly Management Accounts detailing performance against agreed budgets.
- To ensure SBS operates within budget.
- To ensure SBS has agreed financial procedures in place and that these are promoted, followed, and revised as necessary.
- To ensure best use of property, equipment, and information technology.
- To ensure there is an effective system for the recruitment, management, training, and development of staff and to maintain an environment that attracts, retains and motivates top quality personnel.
- To take appropriate steps to manage risks that could significantly impact SBS.

- To ensure the organisation has the right management systems and structures in place to carry out its work effectively and safely, and that professional standards are met as appropriate.

Management Committee & Board of Trustees

- In collaboration with the Chair, to ensure an annual programme of committee and sub-committee meetings is established, and that the Management Committee and SBS Trust are regularly presented with appropriate information, reports and advice which will assist them in fulfilling their legal, fiduciary, and operational functions.
- In collaboration with the Chair, to ensure SBS has a governance structure appropriate to the organisation.
- The post-holder may be required to carry out other reasonable duties commensurate with the post as requested by Management Committee.

Legal Obligations

- To ensure full and accurate reporting, including the preparation of an Annual Report and Financial Statements, and making returns to Companies House and the Charity Commission.
- To ensure SBS fully complies with relevant legislation and discharges its legal obligations.
- To ensure SBS complies with all aspects of Health and Safety legislation.
- To develop, monitor and actively promote the organisation's approach to Equality and Diversity.

It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time

Person Specification

Experience

- Demonstrable experience of leading successful campaigns
- Experience of lobbying Government and Parliament
- Experience of participating in government consultations and making policy submissions
- Experience of strategic planning and policy development
- Experience of negotiating with statutory bodies at operational and strategic levels
- Experienced of setting and managing a substantial budget
- Experience in fundraising, marketing, press and PR
- Experience in managing staff and volunteers
- Experience of steering and effective management of change
- Experience of setting and monitoring performance standards

Knowledge

- An understanding of intersecting power relations that impact on the lives of Black and minoritised women in the UK

- Knowledge of current issues in the end violence against women sector and the wider women's movement
- Knowledge of the voluntary sector, particularly the women's voluntary sector
- Knowledge of current issues impacting the organisation's work, notably immigration legislation, policing, social housing, health, government responses to VAWG, and religious fundamentalism

Skills

- Ability to provide inspiring leadership
- Ability to communicate effectively, both verbally and in writing, with a wide range of people, including service users and major donors
- Excellent presentation and public speaking skills
- Excellent negotiation skills
- Ability to self-start, prioritise and manage a complex workload
- Ability to provide advice, guidance and support to staff and volunteers
- Ability to encourage teamwork and a sense of belonging and ownership of the organisation among staff and service users
- Well-developed people management skills
- IT skills as a user and strategic manager who understands the role of IT in modern organisational practices
- Ability to speak a South Asian or African language is desirable

Personal Attributes

- An open, participative management style
- A strong commitment to tackling all forms of violence against women and children and fighting for the freedoms and rights of women and girls
- A strong commitment to equality of opportunity for all people
- A strong commitment to service user participation in organisational activities
- Diplomatic and courageous
- Flexible
- Lifelong learner
- Determination to bring about substantive legal, political, and socio-economic changes to the position of Black and minoritised women in the UK

Application Process

To apply for this post, please email your CV, a supporting statement of no more than two pages, and a completed copy of the Equality & Diversity Monitoring Form to hr@southallblacksisters.co.uk. Your supporting statement should evidence how your skills and experience meet the requirements of the job description and person specification.

Please include 'Executive Director' in the subject line of your email.

Due to the nature of our work, this post is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1). We particularly welcome applications from Black and minoritised women.