



### **Job description**

Hours: Full Time (37.5 hours per week): 25 days annual leave plus bank holidays.  
Place of Work: PFS office, Connect House, 42 Hollowglen Road, Glasgow, G32 0DP.  
Reports to: Board of Trustees  
Line management: Chair of the Board of Trustees  
Salary: £24k - £28k p.a.  
Benefits: Contributory Pension Scheme, mileage allowance of 45p per mile.

This post is subject to an Occupational Requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

### **Main duties and responsibilities:**

#### ***Leadership***

1. Be the face and voice of *Prison Fellowship Scotland* - its principal ambassador.
2. Liaise with, support and motivate the small staff and body of volunteers, nurturing their loyalty and commitment.
3. Seek out, develop and maintain effective working relationships with all relevant organisations and individuals to promote the work of the charity and facilitate the implementation of its strategic objectives.
4. Demonstrate servant leadership. Lead by example, instilling a culture of professionalism and inclusion, supported by training and development.

#### ***Strategy***

1. Liaise with the Board in relation to the development of the charity's strategic vision and its development plan. Be responsible for their implementation and delivery.
2. Identify strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.
3. Seek out and implement opportunities for innovation and ensure that *Prison Fellowship Scotland* remains at the forefront of positive change for those affected by crime and imprisonment.

#### ***Partnership Development***

1. Lead the promotion and development of *Prison Fellowship Scotland's* work, raising the charity's profile and maximising its reach.
2. Seek out, develop and nurture beneficial partnerships with supporters, donors, other charities and all relevant authorities/organisations, especially the Scottish Prison Service Chaplaincy.
3. Work towards the achievement of long term sustainability and maximise income, for example from donors, funders and fundraising.
4. Adopt a creative and innovative approach to development, remaining open to new ideas and opportunities.

#### ***Advocacy and influencing***

1. Be a passionate and effective advocate in advancing *Prison Fellowship Scotland's* objective to bring about cultural change so that meaningful action is increasingly taken, funded, prioritised, and delivered for all men and women and young people in prison. This will

include speaking at conferences and networking at senior level with like-minded charities, academic institutions and government departments.

2. Grasp every opportunity to champion 'unlocking potential and transforming lives' for those in prison, where these are in line with our strategic vision.

### **Operations**

1. Be responsible for the implementation of all the charity's organisational plans.
2. Oversee all operational functions including administration, finance, fundraising, marketing, communications and IT.
3. Ensure that *Prison Fellowship Scotland* services and projects are delivered to the highest standard with due regard for timescales, targets and budgets.
4. In conjunction with the Board, take responsibility for the recruitment, training and support of volunteers and staff.
5. Apply robust HR processes for staff covering recruitment, performance management, appraisal and remuneration.
6. Line manage the PFS staff team and take responsibility for the delegated management of volunteers.
7. Be responsible for the custody, maintenance and efficient use of the charity's assets.

### **Financial Control**

1. In co-operation with the Treasurer, ensure that the charity's financial resources are managed effectively and that *Prison Fellowship Scotland* remains in good financial health, identifying risks and taking appropriate action.
2. Liaise with the Board to develop and lead on the implementation of the charity's financial plans, formulating income generation strategies and overseeing all fundraising activities.
3. In co-operation with the Treasurer, maintain effective financial management and control systems, ensure production of management accounts, statutory accounts and annual reports.

### **Governance and compliance**

1. Work with the Board to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary
2. Be available to attend all Board meetings (6x annually) and prepare a written report in advance of each meeting, detailing matters of interest and concern regarding the charity's activities during the previous period; ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
3. Ensure the development and practical application of all organisational policies and procedures to meet legal, regulatory and best practice needs e.g. with regard to health and safety, equality and diversity, and safeguarding including PVG.
4. Ensure that collection and protection of personal information complies with current Data Protection regulations.
5. Ensure that all major risks are identified and regularly reviewed and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the charity's Risk Register.