**Director of The Welcoming Association Edinburgh: Job Description**

Salary: £36,072 (SJC Salary Scale SP40)

Salary Info: 36 hours per week (full time)

Reporting to: The Welcoming Board of Trustees

Contingent on funding, the post will be reviewed after 12 months and continue by mutual agreement

**Purpose of the role:**

To be responsible for the operational management, strategic direction and ethos of The Welcoming Association Edinburgh and the positive impact of all aspects of its work. To ensure a sustainable funding portfolio, lead and manage staff and liaise with and report to its Board of Trustees to ensure that all projects achieve their outcomes.

**Responsibilities and Duties:**

* lead the strategic development of The Welcoming Association Edinburgh in conjunction with, and reporting to, the Welcoming Board of Trustees
* manage strategic relationships with funders, partners and other stakeholders
* develop fundraising strategy, identify funding opportunities and prepare funding applications; increase unrestricted income to the organization; oversee budgeting and financial management
* direct and manage a programme of projects and activities to ensure alignment to the organisational strategy and effective delivery
* direct the evaluation of programmes and reporting to funders and trustees
* direct marketing and communications strategy and oversee the production of all print and digital resources
* ensure the effective management of the Welcoming on a day-to-day basis, develop and oversee implementation of organisational policies and procedures, maintain a positive relationship with the landlord and fellow tenants of the office premises
* develop IT strategy and maintain IT support for the office; maintain up-to-date HR systems and practice
* in conjunction with the Associate Director manage and support Welcoming project staff and volunteers, manage recruitment and selection, provide regular supervision and annual appraisal to staff, supervise work experience and research placements for students
* in conjunction with the Associate Director create and maintain effective partnerships with a wide range of stakeholders including voluntary and community organisations, education providers, City of Edinburgh Council and Scottish Government
* in conjunction with the Associate Director represent the Welcoming at networking events, conferences and to the media
* support and advise the Welcoming Board, carry out duties as may be reasonably required by the Board of Trustees
* cultivate a positive values based organisational culture, leading by example