

Dundee International Women's Centre

Job Description

Post Title	DIWC Manager, Strategy & Operations
Accountable To	DIWC Board of Directors
Salary	£43,138
Hours Of Work	35 hours per week to include occasional evening and weekend meetings
Location	Dundee and home working

Job Purpose

- Provide visible, dynamic and effective leadership, ensuring all work remains focused around the vision, mission and values of the Centre
- Work with Staff, Board, Volunteers and Learners to identify initiatives, activities and opportunities and assess their potential benefits for DIWC's community of interest.
- Ensure the implementation and review of effective finance, governance and other policies and procedures.
- Promote the work of DIWC in the local and wider community

Key responsibilities and main duties

Governance

- With the Board of Directors, agree and shape the overall aims, values, objectives, policy, and communication priorities of DIWC
- Ensure that strategy is implemented effectively
- Identify strategic risks and develop systems and processes to mitigate them
- Assist the Board of Directors to regularly review, monitor and evaluate the organisational finances
- Collate relevant data and provide reports and guidance to the Board of Directors to support them develop the strategic and policy framework for the organisation
- Support the Board of Directors to develop and maintain appropriate governance in line with relevant legislation

Fund raising and Financial Management

- Ensure a sustainable income for the organisation through a variety of funding sources and that the organisation is financially viable
- Work with the staff team to secure funding and develop new funding sources to sustain and grow the work of the organisation
- Monitor financial performance and annual budgets
- Work with the staff team ensuring that all funders reporting requirements are fully met
- Ensure that all financial procedures are followed correctly
- Develop and sustain positive working relationships with funding bodies

Human Resources

- Foster a positive working environment for all staff and volunteers, and ensure effective support, supervision and staff development is implemented throughout the organisation
- Ensure effective recruitment and supervision of staff in line with funding
- Ensure that DIWC adheres to all employment legislation and good practice
- Work with HR contractor to ensure that policies and procedures are up to date

Service Provision

- Research and develop existing and future services/projects opportunities together with the team to ensure that the priorities of local communities are at the centre of DWIC
- Plan and manage all services/projects with the team, ensuring delivery of high-quality services that meet the needs of learners and stakeholders
- Review and evaluate the effectiveness of services/projects in line with contractual commitments and organisational procedures

Marketing and External Relationships

- Promotion and market DIWC, ensuring corporate image and branding is maintained
- Work in partnership with local and national agencies to benefit learners and influence policy

Other duties

This job description is a broad description of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is

recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties of an equivalent level that are necessary to fulfil the purpose of the job.

Personal Specification

This post is exempt under Schedule 9 of the Equalities Act 2010 and is open to women only

Experience and Qualifications		
3 years' experience of management	Essential	
Experience of developing and running new projects.	Essential	
Experience of leadership in a community organisation		Desirable
Experience of generating income through grant funding, fundraising		Desirable
Experience of running a social enterprise		Desirable
Proven track record of managing budgets		Desirable
Experience of media relations/acting as a spokesperson for a similar organisation.		Desirable
Experience of working in Community Learning and Development		Desirable
Qualified to degree level in CLD, Management or equivalent experience	Essential	

Skills and Knowledge		
Strong and inclusive leadership skills.	Essential	
Excellent inter-personal skills.	Essential	
Excellent verbal and written communication skills.	Essential	
Knowledge of community development		Desirable

Attitudes and Values		
Understanding of and commitment to the vision, mission and values of DWIC	Essential	
Experience of working with Black, Asian and Minority Ethnic Communities		Desirable
Ability to act and think strategically.	Essential	
Ability to work on own initiative and with multiple teams in a complex environment	Essential	