



## Part-Time National Director Job Description

**Position Title:** National Director (Part-Time)

**Reporting to:** Board of Trustees

**Line Reports:** None directly; works alongside Head of Chaplaincy Operations

**Location:** Hybrid – remote working with occasional in-person meetings

**Hours:** Initially 14 hours per week operated over three days per week (flexible) rising to 36 hours per week over 5 days *(dependent on funding)*

**Contract Type:** Part time Employment rising to Full Time *(dependent on funding)*

**Remuneration:** Initially £15k per annum for the PT role rising to £37.5k for the FT role *(dependent on funding)*

### 1. Purpose of the Role

The National Director will provide high-level leadership to help shape and strengthen the future of chaplaincy provision across armed forces and uniformed services. This individual will drive vision, influence, and long-term planning, ensuring the charity is well-positioned to support its chaplains and those they serve, in a rapidly evolving social and institutional landscape. This is a non-operational role, designed to complement the day-to-day leadership provided by the Head of Chaplaincy Operations.

### 1. Key Responsibilities

#### 1.1. Strategic Leadership & Vision

- Lead on the development, articulation, and communication of the charity's long-term strategic direction.
- Work with trustees and operational leadership to ensure the mission remains relevant, sustainable, and responsive to emerging needs.
- Identify risks, opportunities, and changing needs across defence, security, and emergency service sectors.
- Provide management to the organisation of VCS. Manage the day to day running of the service



### **1.2.Stakeholder Engagement & Advocacy**

- Act as a senior ambassador for the charity with government departments, armed forces, police, fire and prison services, and other key institutions.
- Build and maintain relationships with senior stakeholders in faith communities, civic society, and partner organisations.
- To attend strategy level meetings, such as the 'Stakeholders Network'
- To oversee fundraising and income generation engaging with a fundraiser and fundraising activities. Identify fundraising opportunities.
- To write or contribute to fund raising applications in coordination with the VCS fundraiser.
- To monitor and maintain current relationships with funders with regular reporting and information provision.

### **1.3.Governance & Strategic Oversight**

- Provide strategic insight and challenge to the Board of Trustees to support effective governance.
- Contribute to planning, performance monitoring, and reporting aligned with the charity's aims.
- Attend Board meetings and strategic planning events.
- Report to the Board of Trustees.
- To maintain and update the policies and procedures of VCS, monitoring their adherence. Maintain the disciplinary procedures.

### **1.4.Collaboration with Operational Leadership**

- Work collaboratively with the Head of Chaplaincy Operations to ensure alignment between strategy and service delivery.
- Offer mentorship and a strategic sounding board, while respecting the operational autonomy and day-to-day authority of the Head of Operations.
- To manage the VCS IT network, website and social media presence. To engage with the VCS media officer and programme coordinator on the content of VCS media.
- To administer the employee appraisal scheme
- Attend Executive meetings.
- Model and encourage Christian values of tolerance, acceptance and respect.



## Part-Time National Director Person Specification

### Essential

- It is a genuine occupational requirement that the National Director is an active member of a Christian denomination and have a personal Christian faith (although Chaplaincy support is given to veterans of any faith and none)
- Senior leadership experience, skills and experience in the charity, military, public, or faith-based sectors, ideally involving chaplaincy, pastoral care, or welfare services or human resources.
- Strong understanding of the services landscape and the role of chaplaincy within it.
- Demonstrable experience of shaping and implementing strategy at organisational level.
- Experience of identification of opportunities for funding and partnership Exceptional relationship-building, influencing, and communication skills.
- Demonstrable Communication skills in keeping people/partner organisations up to date and on-board
- A high level of IT skills and social media
- A values-driven, servant-leadership approach aligned with the ethos of chaplaincy and commensurate with an active Christian faith.
- Availability to contribute consistently over a minimum 12–18 month period.
- Educated to degree level or professional qualification in a relevant area.

### Desirable

- Personal experience of chaplaincy in the services and experience of supporting needs within the veterans community ).
- Experience engaging with multi-faith or ecumenical environments.
- Familiarity with charity governance and trustee relations.
- A theological, pastoral, or academic background related to faith in public service.
- A respect for and willingness to work with those of differing beliefs



**Ways of Working**

- This role is strategic, not operational: the post-holder will not line-manage staff or oversee service delivery directly.
- Confident self-starter with good time management skills
- High level of inter personal skills
- Willingness to work in and contribute to a team
- Willingness to accept guidance and direction and participate in an appraisal scheme
- A collaborative working relationship with the Head of Chaplaincy Operations is essential.
- The National Director will participate in regular check-ins, quarterly Board meetings, and other strategic engagements as required.
- Role responsibilities and expectations will be regularly reviewed with the Board to ensure clarity and effectiveness.