**Job Description**

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| **JOB DETAILS** |  |
| **Job Title:** | Executive Director |
| **Location:** | Home-based, but with regular meetings in our mainland office in Glasgow. |
| **Reports to:** | The Council of the Iona Community, through the Convener of Council. |
| **Support and Supervision:** | From the Convener of Council |
| **Salary:** | Grade J, starting salary of £37,171 |
| **Pension:** | Company Pension Available |
| **Holidays:** | 32 days inclusive of Public Holidays |
| **Duration:** | Permanent post |
| **Probation:** | Nine months probationary period |
| **Hours:** | 35 hours per week, flexibility is required in terms of hours and days worked to fulfil the obligations associated with the post. In addition, the post holder will be required to undertake occasional residential visits to the islands centres. This post involves occasional evening and weekend work. |
| **Date of this version** | February 2020 |
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| **MISSION OF THE IONA COMMUNITY** | |
| Inspired by our faith, we pursue justice and peace in and through community. | |
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| **JOB PURPOSE**  To deliver the strategic direction of the Iona Community; to develop the business potential of the Community and provide strategic planning for its commercial activities; to assist the Council of the Community in fulfilling its governance duties; to lead, manage and support staff; to deliver measurable outcomes.  To provide strategic leadership, in collaboration with the Leader, on the vision and direction of the Community’s work and witness. In particular, to develop and implement its strategic goals of sustainability, inclusion and mutual accountability. | |
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| **KEY RESPONSBILITIES**  **Strategic and Business Direction and Development**   * To work with the Leader and Council to guide and develop the Community’s strategic planning * To work with the Community Resources Committee of Council * To develop and implement commercial and business strategic planning to ensure the long-term viability of the Community * To ensure the implementation and regular evaluation of the Community’s Strategic and Business Plan * To develop an annual update of the Business Plan. * To provide strategic forward planning for the Community’s commercial activities: Iona Abbey, the Iona Community Book and Craft Shop, Camas Outdoor Centre, Wild Goose Publications * To direct the development process for the MacLeod Centre on Iona * To manage and develop staffing complement in accordance with requirements of the Strategic Plan. * To ensure implementation of all policies, including environmental sustainability.   **Finance**   * To hold overall responsibility for the finances of the Iona Community, in consultation with the Leader, the Accountant and the Finance & Compliance Manager * To be responsible for ensuring that the Council has the up-to-date information to fulfil its duties to ensure sound financial health of the charity, with systems in place to optimize financial sustainability and accountability * To provide regular financial reports to the Community Resources Committee * To provide strategic management for all the Community’s properties and estate   **Fundraising and Marketing**   * To develop and implement an ongoing fundraising strategy for the Iona Community, building on previous successful fundraising appeals, and overseeing donor support * To develop and oversee a Marketing Plan for the Iona Community across all media | |

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| **Governance and Compliance**   * To provide a written report in advance of each Council meeting (usually six meetings a year) * To attend Council meetings * To be responsible for ensuring that the Council is able to review major risks and associated opportunities regularly, and thereby satisfy itself that systems are in place to take advantage of opportunities, and to manage and mitigate risks * To attend meetings of the Community Resources Committee * To meet regularly with the Convener of Council * To meet regularly with the Leader and other senior staff * To manage staff, where designated, in line with Iona Community policies * To comply with all Iona Community policies and procedures   **Other**   * To carry out such other duties as are consistent with the overall purpose of the role | |
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| **SUPERVISION AND BUDGET RESPONSIBILITY**   * The Executive Director has line-management responsibilities for senior staff within their operational area. The Executive Director is also required to have an overview of the professional and pastoral wellbeing of all staff, in conjunction with the Leader. * The Iona Community will provide external supervision for the Executive Director and the details of this will be mutually agreed. * The Executive Director shares budgetary responsibility with the Leader for an annual revenue budget of £1.4 million and any capital appeals | |
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| **LEVEL OF AUTONOMY AND DECISION-MAKING**  The work is largely self-directed, influenced by the direction of the strategic and business planning of the organisation, and by work generated by the Council. Most decisions within the area of remit are taken without referral; however, any issues that fall outwith the agreed procedures are referred to the Convener of Council for discussion.  This document will be reviewed on an annual basis at the time of the annual appraisal, or within six months of appointment, or as a result of a change in strategic direction, or as a result of a team/operational requirement.  This post is exempt from the Rehabilitation of Offenders Act and the post-holder will need to be or to become a member of Scotland’s Protection of Vulnerable Groups Scheme. | |
| **PERSON SPECIFICATION**  The Executive Director must have demonstrable experience of the following:  **Essential**   * Substantial senior management experience in the voluntary sector * Excellent executive skills in strategic development and planning * Thorough knowledge and understanding of financial direction * The ability to think and plan strategically and collaboratively in support of the Council * The ability to gain the support and commitment of others to achieve the strategic objectives of the Community * Experience of grant writing and fundraising * A high degree of analytical competence * Effective written, oral and audio/visual communication skills * Understanding of and sympathy with the Iona Community’s Christian commitment * A collegial approach to working * The ability to lead, motivate, encourage and support senior staff colleagues in a team setting across different locations   **Desirable**   * Demonstrates evidence of significant continuing professional development * Experience of charity governance   **All staff of the Iona Community are expected to:**   * be in sympathy with the purpose, values and practices of the Iona Community * engage as an active learner in their field of expertise, taking up CPD and training opportunities as they arise * be self-starters, managing their own core administration and taking initiative/acting in consultation where appropriate * step in for and support colleagues as needed across the whole organisation | |
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| **AGREEMENT** | |
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| Job Holder’s Signature | Date |
| Immediate Manager Signature | Date |