

UNITARIAN COLLEGE
(CHARITABLE INCORPORATED ORGANISATION No 1180457)
(the “CIO”)

JOB TITLE:	Director
RESPONSIBLE TO:	Charity Trustees
KEY RELATIONSHIPS:	Charity Trustees, particularly the Officers, all staff, General Assembly, HMCO and other partner organisations
HOURS OF WORK:	Full-time 35 hours per week. Flexible working
BASE:	Home based but GB travel required
SALARY:	£50,000 negotiable plus benefits

SUMMARY OF ROLE – JOB PURPOSE

To provide strategic and operational leadership of the organisation developing and managing all the training and educational activities of the College as well as ensuring the provision of corporate support functions including finance, fund-raising, marketing, human resources and information management and technology.

JOB DESCRIPTION

1. Provide leadership and direction to develop and implement the strategic aims and objectives of the CIO.

- Develop and implement a long-term strategy for the CIO, In partnership with the Charity Trustees, reflecting its object, vision and the external environment in order to support the growth of Unitarianism
- Ensure the effective implementation of the decisions of the Charity Trustees
- Evaluate progress and ensure that activity is dynamic and responds to changing demands

2. Act as an “ambassador” for the CIO

- Develop an external communications strategy and raise the profile of the CIO and its work to ensure a commitment to “Lifelong learning for All” within the Unitarian and Free Christian Movement
- Promote the work of the CIO through effective working relationships with partners (Unitarian and others)

- Foster good internal communications within the CIO, particularly with students and other service users and associate members

3. Ensure provision of effective leadership and management

- Develop education and training services across the key areas of work as set out in the business plan
- Develop a sustainable corporate infrastructure of support services to underpin direct service delivery
- Motivate and develop the staff, contractors and volunteers working for the CIO to ensure delivery of services in line with best practice
- Develop and implement a marketing, financial and fund-raising strategy which will ensure the CIO is sustainable
- Develop Information management and technology capacity to deliver education and training in innovative ways

4. Ensure that the CIO complies with all appropriate legislation and regulation

- Support the Charity Trustees to comply with and fulfil their legal, statutory and regulatory responsibilities; including safeguarding
- Develop the governance capacity of the CIO and ensure it remains fit for purpose

Any other general requirements as appropriate to the post

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing demands and the development requirements of the post holder.

PERSON SPECIFICATION

		Essential/ Desirable	Assessed by Application (A) Interview (I)
Qualifications	Relevant degree or equivalent Leadership/Management post-graduate qualification	E E	A A
Knowledge	Innovative approaches to learning, education and training Unitarianism and free religion Working at "Board Level" Not for profit sector Commissioning corporate support functions Safeguarding	E E E D E D	A&I A&I A&I A A&I A&I
Skills	In successful leadership of transformational change Fund-raising and financial planning Well developed influencing skills Building collaborative working relationships Proven ability to prioritise Emotional maturity dealing with difficult situations Outstanding communication and motivational skills	E E E E E E E	A&I A&I A&I A&I I I A&I
Personal attributes	Sympathy with the values and ethos of Unitarianism Passionate about growing Unitarianism Committed to equality and diversity Willing to travel nationally Occasional weekend work will be required	E D E E E	I I I I I

STRUCTURE

See attached diagram

Date Prepared: 15 October 2018

Unitarian College Current Structure 2018

