



Executive Director - JOB DESCRIPTION

Welcome

Thank you for your interest in the role of Executive Director at **African Revival – Investing in Education**. We work in Uganda, Zambia and South Sudan and are governed by an experienced Board of Trustees - [Trustees - African Revival](#). This is an exciting opportunity to lead and shape the direction of our dynamic charity. The role is hands-on and highly administrative, making use of a full range of skills and experience, and will involve both defining and delivering the next chapter of the AR journey.

Office based in Send, Surrey – www.africanrevival.org – Woodhall Barns, Hungry Hill Lane, Send, Surrey, GU23 7LG. Flexible - some working from home optional.

Responsibilities

Governance

- Proactively build and maintain relationships with staff, volunteers, trustees, donors and stakeholders to maximise our impact
- Ensure a good working relationship with the Board, keeping trustees updated, consulted, and informed of progress in delivering strategy, impact and evaluation
- Coordinate and attend trustee and sub-committee meetings.

Operations

- Ensure all statutory and other reporting requirements are met both in the UK and overseas
- Establish and maintain appropriate policies and procedures for all areas of our work, including Safeguarding, Whistleblowing, HR, Risk, and Finance
- Manage day to day organisational administration, including HR, management of funds, policies, website and social media platforms
- Write annual report and update strategy documents
- Embrace diversity, equity and inclusion through every aspect of our work.

Finance

- Be responsible for the operational and financial stability of the organisation
- Uphold rigorous financial controls
- Ongoing effective and compliant charitable governance in line with current good practice
- Ensure effective and communication with the Finance Manager, Treasurer, Finance Audit Committee trustees, and board regarding the financial health of the organisation
- Update quarterly Cashflow forecasts, Movement in Funds, and annual in-country budgets
- Approve all expenditure and both project and end of project BVAs

Fundraising

- Lead organisation, coordination, and delivery of annual fundraisings events – Ball, Golf Day, Summer Exhibition, and any other fundraising activity from time to time
- Meet and engage with high-net-worth donors to support our work
- Deliver presentations to forums from corporates to conferences and fundraising events
- Write and submit funding applications to Trust & Foundations and take lessons to enhance future grant applications.



Project Implementation

- Work in collaboration with the Programme Fund Manager and in-country teams to identify areas of support, and help design and cost programme activity to meet the need
- Strengthen our monitoring evaluation and learning (MEAL) process and evolve tracking impact against the UN's Sustainable Development Goals
- Design and operate a robust and clear processes in line with our funding priorities
- Monitor ongoing projects and analyse the impact of our work.

External Relations

- Champion our work and act as the public representative to donors and stakeholders
- Occasional overseas travel with donors to leverage funding and for monitoring purposes
- Enhance the online presence via our website and social media platforms
- Build a proactive, inclusive communications and brand strategy to ensure African Revival is represented accurately and positively.

Person Specification

- Experience of charity management at a senior level
- Entrepreneurial approach with hands on and strategic abilities to lead
- Excellent communication skills
- Proven track record in building relationships and networks
- Experience in fundraising and grant making process
- Understanding of financial processes and controls
- Adaptable and self-aware
- Valid UK passport holder and UK driving licence.

Desirable

- Knowledge of monitoring and evaluation
- Understanding of CRM and Social Media platforms
- Experience working across different countries and cultures.

The job description may be modified by African Revival from time to time.

What You'll Get In Return

- Working for a worthwhile organisation as part of a friendly and supportive team
- Flexible working from office & home
- Salary circa. £50k per annum with five weeks holiday per annum
- Statutory employer pension contribution

How To Apply

Please send a copy of your CV and cover letter to info@africanrevival.org

Closing date Friday 21st April 2023

Shortlisted applicants will be notified by Thursday 27th April 2023

African Revival is an Equal Opportunity Employer and actively encourages candidates of all backgrounds to apply for this position. **All applicants should have the right work in the UK.**