



JOB DESCRIPTION

JOB DETAILS

Job Title:	Executive Director
Location:	Home-based. Must be available for regular meetings in our mainland office in Glasgow, and for occasional travel to our islands centres on Mull and Iona.
Reports to:	The Council of the Iona Community.
Support and Supervision:	From the Convener of Council
Salary:	Grade J, starting salary of £43,454 (under review)
Pension:	Company Pension Available
Holidays:	37 days inclusive of Public Holidays
Duration:	Permanent post
Probation:	Six 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. This post involves occasional evening and weekend work.
Date of this version	June 2022

MISSION OF THE IONA COMMUNITY

Inspired by our faith, we pursue justice and peace in and through community.

The Iona Community is rooted in the Christian tradition, while welcoming those of all faiths and none.

The Executive Director will be a person who embraces the values and outlook of the Community as a whole, including seeking justice and peace, and caring for the environment.



JOB PURPOSE

To work collaboratively with the Leader in developing the strategic vision and direction of the Community's work and witness. In particular, to develop and implement its strategic objectives.

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.

KEY RESPONSIBILITIES

Strategic and Business Direction and Development

- To work collaboratively with the Leader and Council in implementing the Community's strategic objectives.
- To support the Community Resources Committee of Council
- To direct any capital projects for the Iona Community (including e.g. the MacLeod Centre development)
- To develop and implement commercial and business planning to ensure the long-term viability of the Iona Community
- To ensure the implementation and regular evaluation of the Community's Strategic Plan.
- To oversee and ensure the annual review and update of all departmental Business Plans.
- To provide strategic planning for the Community's commercial activities: Iona Abbey, the Iona Community Shop, Camas Outdoor Centre, Wild Goose Publications, Wild Goose Resource Group
- To provide a human resources lead, and to manage and develop the staffing complement in accordance with requirements of the Strategic Plan.
- To devise and oversee a training plan for all staff to ensure the staff team is adequately resourced, supported and fulfilled
- To oversee implementation of all policies, including environmental sustainability.

Finance

- To hold overall responsibility for the finances and budgeting 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 reports and advice to the Community Resources Committee



- To provide strategic management for all the Community's properties and estate

Fundraising and Marketing

- To develop and implement a Finance and 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

Governance and Compliance

- To attend Council meetings and provide reports as required
- To ensure that a risk register is maintained and reviewed regularly by Trustees
- To attend meetings of the Community Resources Committee
- 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

SUPERVISION AND BUDGET RESPONSIBILITY

- The Executive Director has line-management responsibilities for senior staff within their operational area, including the professional and pastoral wellbeing of staff.
- 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

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 out with 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 professional development process, 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 is not an exhaustive list of tasks and the Executive Director will carry out such duties as are consistent with the overall purpose of the role.



PERSON SPECIFICATION

The Executive Director must have demonstrable experience of the following:

Essential

- Understanding of, sympathy with, openness to engage with and ability to speak on behalf of the Iona Community
- Substantial senior management experience
- Excellent executive skills in strategic development and planning
- Thorough knowledge and experience of financial direction and planning
- The ability to think, plan and work strategically and collaboratively
- The ability to gain the support and commitment of others to achieve the strategic objectives of the Iona Community
- Experience of successful grant writing and fundraising
- A high degree of analytical competence
- Excellent written, oral and audio/visual communication skills
- Ability to take a lead on collaborative approaches to working, with experience of team working at a senior level
- Extensive experience in leading, motivating, encouraging, training, equipping and supporting a staff team across different locations

Desirable

- Demonstrates evidence of significant continuing professional development
- Experience of charity governance
- Experience of working with volunteers

All staff of the Iona Community are expected to:

- support the collaborative style of leadership at every level, where decision-making is devolved as far as possible;
- 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.

AGREEMENT

Job Holder's Signature

Date

Immediate Manager Signature

Date