

## Job Description

<b>Job Title:</b>	Director Anguilla Red Cross
<b>Reporting to:</b>	Chair of the Anguilla Red Cross Governing Committee
<b>Salary Scale:</b>	US\$35,074 or EC\$94,000.00 per annum
<b>Line manages:</b>	Programme Manager, Finance Manager, Administrator, Logistics team and a number of volunteer coordinators that deliver regular community services
<b>Duration</b>	Initial 2-year Contract with Possibility of Extension
<b>Location</b>	Anguilla

### Context

The Anguilla Red Cross (ARC) is a Branch of the British Red Cross and is mandated to help people in crisis, wherever and wherever they are. It is part of a global voluntary network, responding to conflicts, natural disasters and individual emergencies.

Anguilla Red Cross aims to enable vulnerable people in Anguilla to prepare for emergencies in their own communities and, when these occur, to assist them to recover and move on with their lives.

Anguilla Red Cross currently operates programmes and activities across the areas of disaster management, First Aid, Health and Wellbeing, resource mobilisation and fundraising, as well as maintaining a blood donor register and working in partnership across the Territory with a number of government departments, civil society and non-governmental organisations.

Currently the Anguilla Red Cross operates through a team consisting of the Director, Program Manager (part-time), financial and accounting support (external), as well as volunteers working in the Red Cross Boutique and approximately 40 active volunteers across the island.

The Anguilla Red Cross Headquarters is in The Valley, Anguilla.

The Director will be expected to further develop and implement the organisation's strategic vision broadly in line with the British Red Cross Corporate Strategy and the regional strategic goals of the International Federation of Red Cross and Red Crescent Societies.

The Director is responsible for organisational accountability and legal compliance and represents the organisation at all levels. The Director is responsible for financial management, human resource management (staff and volunteers), resource

mobilisation and management, partnerships and donor relations, organisational reporting and systems management.

### **Overall Purpose of the Post**

To be the primary representative of the Anguilla Red Cross on island and regionally, coordinating all activities and promoting the work of the organisation

To lead and manage the development, delivery and sustainability of programmes within the organisation's overall strategic framework

### **Main Responsibilities**

#### **Strategic and Operational Planning and Reporting**

- Coordinate the implementation of strategic and operational plans to support the delivery of Anguilla Red Cross and the British Red Cross strategic goals
- Develop and implement programmes that respond to local needs, especially in response to disasters and emergencies
- Collate information on the implementation of plans and organisational performance and provide reports to the Anguilla Red Cross Governing Committee, British Red Cross and any other relevant organisations, including donors

#### **Financial Management and Control**

- Responsible for financial management of the Anguilla Red Cross, including budgetary monitoring and control
- Develop, in consultation with the members of the ARC team, an annual budget for recommendation to the Governing Board, and monitor its implementation and provide reports on progress at regular intervals to the Governing Committee.
- Ensure that audited financial statements are prepared each year for approval by the Board and subsequently by the AGM, and are submitted to the British Red Cross

#### **Operational Management**

- Direct and supervise staff and volunteers in their implementation of Branch plans and policies
- Oversee the delivery of efficient and cost-effective activities by the Anguilla Red Cross
- Ensure the proper management of all Branch properties and assets
- Consult with the Anguilla Red Cross, Chair and the British Red Cross on important issues, ensuring solid and effective lines of communication about relevant operational matters

### **Development of Services**

- Review humanitarian needs within the Anguilla on a regular basis to ensure that activities, including development, implementation or cessation of programmes are focussed on addressing the needs of the most vulnerable
- Ensure professional, consistent and current good practice in all activities by staff and volunteers

### **Resource Mobilisation and Public Relations**

- Ensure that effective and co-ordinated fund-raising, income generation and public relations activities are planned and implemented to enable the Anguilla Red Cross to deliver its budgeted objectives
- Ensure that the work of the Anguilla Red Cross is actively promoted throughout the Territory
- Be a spokesperson for the Anguilla Red Cross for operational matters

### **Staff and volunteers**

- Motivate, manage and lead a team of staff and volunteers
- Responsible for the recruitment and selection of staff in accordance with agreed internal policies and guidelines and with statutory requirements and local regulations
- Set annual objectives for staff and monitor their implementation, including through an annual appraisal
- Responsible for the recruitment and induction of volunteers, ensuring that they receive suitable training, support and management
- Promote an environment of learning by participating in and providing and supporting professional development opportunities for employees and volunteers

### **External liaison**

- Develop and maintain constructive working relationships with Government departments, statutory bodies and non-government organisations/agencies which operate in areas relevant to the work of the Anguilla Red Cross
- Oversee the representation of the Anguilla Red Cross on relevant government committees or similar, particularly in relation to disaster management
- Represent the Anguilla Red Cross at regional meetings
- Maintain effective contacts with the British Red Cross UK Office, the regional office of the International Federation of Red Cross and Red Crescent Societies, and other BRC Overseas Branches. Additionally, engage with National Societies in the region on relevant matters, keeping the BRC appropriately informed

**General**

- Uphold the Fundamental Principles of the International Red Cross and Red Crescent Movement and work within the British Red Cross' Equal Opportunities Policy

## Personal Specification

<b>Job Title</b>	Director, Anguilla Red Cross
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent, ideally in management, communications, business or accountancy</li> <li>• Professional management qualification (preferable)</li> <li>• Formal project and/or programme management training (preferable)</li> </ul>
<b>Experience</b>	<p>Demonstrable management experience, which will enable you to work with staff and volunteers to substantially grow programmes, income and impact:</p> <ul style="list-style-type: none"> <li>• Lead, manage and motivate multi-disciplinary teams, including staff and volunteers</li> <li>• Manage significant budgets and operating plans and have responsibility for overall organisational financial management functions including procurement, reporting, and audit.</li> <li>• Increase revenue</li> <li>• Design, implement and grow programmes</li> <li>• Develop media strategies</li> <li>• Liaise with local authorities, government, and other agencies at decision-making level</li> <li>• Lead and manage organisational change</li> <li>• Knowledge and experience in responding to disasters and emergencies within a humanitarian setting</li> </ul>
<b>Knowledge/ Technical Skills</b>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Government, statutory and voluntary sectors in which the Anguilla Red Cross works</li> <li>• How voluntary organisations work with external agencies</li> <li>• Health and social care policy</li> <li>• Disaster Management procedures, policies and programming</li> <li>• Participatory planning processes and using beneficiary/customer feedback</li> <li>• Working with a Governing Board</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Build strong and effective partnerships with local authorities, statutory services and voluntary sector organisations</li> <li>• Develop and deliver plans and budgets</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify sources of funding and substantially increase service income, in partnership with fundraisers</li> <li>• Implement policy and systems for needs identification, development of services and monitoring and evaluation of services</li> <li>• Represent the Anguilla Red Cross externally</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Strategic thinker who can lead and motivate teams in turning the strategy into operational plans and achieving results</li> <li>• Confident inspirational leader and effective team builder</li> <li>• Networker and communicator</li> <li>• Ability to flourish in a complex multi-stakeholder organisation</li> <li>• Ability to delegate and prioritise effectively</li> <li>• Dynamic/pro-active/passionate about making a difference</li> <li>• Creativity in developing services and generating income</li> <li>• Willingness to share best practice with colleagues/learn</li> <li>• Ability to work collaboratively with colleagues in the best interests of the Red Cross</li> </ul>
<b>Special Circumstances</b>	<ul style="list-style-type: none"> <li>• Must have a full and valid driving licence</li> <li>• Ability to respond to disasters and emergencies, being able to mobilise volunteers and staff (this requires 24-hour on call availability at times)</li> <li>• Ability to work and travel throughout the Caribbean region and internationally</li> <li>• Willingness to work unsociable hours (including evening and weekends)</li> <li>• Understanding of and commitment to equality of opportunity and practice, diversity and the Red Cross and Red Crescent Movement Fundamental Principles</li> </ul>