



## Job Description

Job Title:	Director Anguilla Red Cross
Salary Scale:	US\$35,074 or EC\$94,000.00 per annum
Reporting to:	Chair of the Governing Committee Anguilla Red Cross, BRC OSB Country Manager
Line manages:	Disaster management Officer, Finance Manager, Administrator, Logistics team and a number of volunteer coordinators that deliver regular community services
Responsible for:	Developing a strong branch, that can play a key role in responding to emergencies in the country  Maintaining strong relationships with public DM structure to deliver professional services as per the agreed tasks (auxiliary role of Anguilla Red Cross)  Keeping a strong and positive name of Red Cross, as well as presence, in the communities we help  Developing and maintaining procedures that are transparent and accountable to the people we help, as well as donors
Duration:	Initial Two (2) years contract with the possibility of extension
Location:	Anguilla Red Cross, Stoney Ground, the Mason Complex, Anguilla

### Context

The International Red Cross and Red Crescent Movement is the world's largest voluntary network. It promotes humanitarian values and provides support to people to prepare for, respond to and recover from disasters in Anguilla, in the Caribbean, in the UK and around the World.

The Red Cross is guided by seven fundamental principles and under the principle of Unity, there can be only one national Red Cross/Crescent Society in each state. As Anguilla is a British Overseas Territory, the Anguilla Red Cross is a branch of the British Red Cross. This post is currently largely funded by the British Red Cross.

Anguilla Red Cross is at an exciting period of development, with a vibrant Governing Committee which is committed to supporting the Director to build on the organisation's success in meeting the humanitarian needs following the devastating 2017 hurricane

season, and on the opportunities for development which its heightened profile now brings.

The core work of the Anguilla Cross in the short to medium term will be to strengthen resilience in Anguilla by working with communities to help them prepare for and reduce the risks they face, especially from disasters, as well as building the organisation's capacity, through its volunteers, to respond to the effects of disasters by working alongside and in support of government agencies. Hence the person must be available to work irregular hours when required and have the commitment and willingness to travel extensively locally, and occasionally regionally and internationally.

Another area of focus will be establishing a stronger engagement with young people, developing an understanding of humanitarian principles and action through volunteering as well as improving knowledge around risks and challenges young people face in Anguilla.

### **Scope**

The Director will be responsible to the Governing Committee through the Chair. S/he will be responsible for developing plans and budgets, reporting against these to the Committee, and informing the BRC of challenges and successes as appropriate. S/he will be responsible for delivering accountable operations, including sound compliance with all procedures and implementation of Chart of Authority signatories at all times.

The Director will be responsible for the development of a strong and professional branch and all its internal operations. S/he will be responsible for delivering strong emergency response operations and regular services in community, as per the areas defined in the Anguilla Red Cross strategy.

The Director will also be responsible for the development of strong and positive external relationships: with the communities we help, the government and potential donors, ensuring a positive name of Red Cross is maintained in the country.

The Director will ensure that the Governing Committee, volunteers and staff are regularly and efficiently furnished with information on operations, context we are working in and progress against plans.

This position is responsible for 1) overall responsibility for operations (disaster management, community risk reduction/community services); 2) planning/budgeting and reporting; 3) fundraising; 4) internal and external communications and relationship management; 5) overall volunteer and staff management and development #

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

The Director will be responsible for the administration and efficient daily operation of the branch office, by implementing and monitoring branch objectives and targets whilst ensuring the Red Cross fundamental principles, policies and procedures are adhered to.

The Director will be responsible for all external relations of the branch, including communities we support, government and (potential) donors.

## **Main Duties and Responsibilities**

### **Strategic planning and leadership**

- Works with the Governing Committee to develop the branch (5 Year) Strategy, and review as necessary.
- Provide leadership, direction and motivation to ARC team uniting and sensitizing individuals on the organization's values and mission.
- Develops clear goals and objectives for staff and volunteers that are consistent with ARC's strategic plan, identifies priority activities and assignments; allocates appropriate time and resources for completing tasks – foreseeing possible risks and providing for contingencies when planning; monitors and adjusts plans and actions as necessary;
- Establishes and maintains productive partnerships with Government, Nongovernment and private sector agencies by gaining their trust and respect.
- Be the face of Anguilla Red Cross when requested by the Chair

### **Financial Planning and Control**

- As budget holder is responsible for all accountability and compliance of the branch's finances.
- Line manages the Finance Officer, and ensures appropriate control, monitoring and financial processes are adhered to.
- Oversee the preparation of accurate and timely financial reports in accordance with ARC's formats and quality standards – inclusive of proper reconciliation of accounting system for auditing.
- Coordinates assigned programme activities as it relates to budget and funding which includes the preparation of timely related documents and reports.
- Ensure financial and non-human resources management is consistent with ARC and local procedures and regulations - this includes managing the ARC's fixed assets.

## **Human Resource Management**

- Line Manager to ARC staff outlined above regarding the execution of their duties and the operations of the Branch.
- Line Manager to volunteer coordinators.
- Conduct review and performance appraisals for staff members that the post line manages
- Be responsible for all Human Resource related issues
- Provide support to the Disaster Programme Officer in the event of a Natural Disaster
- Lead in the recruitment, selection and management of staff in accordance with agreed internal policies and guidelines and with statutory requirements and local regulations.
- Act in accordance and ensure compliance with the Human Resource Manual and all other policies and procedures of the ARC.

## **Operational Management**

- Responsible for leading the development of Annual Plan, Budget, and Operational Risk Analysis, and ensuring it is in line with the overarching strategy. This includes monitoring and adjusting plans as necessary.
- Responsible for producing regular (monthly) narrative reports for the Governing Committee on progress and challenges, and for sharing this information with BRC on a quarterly basis.
- Consult with the Chair on important issues and ensure that the Governing Committee is kept informed about relevant operational matters.
- Dedicated to providing appropriate and cost-effective programming, which adheres to the fundamental principles of the Red Cross.

## **Fund-raising and Public relations**

- Establishes and maintains productive partnerships with Government, Nongovernment and private sector agencies by gaining their trust and respect.
- To assist the Governing Committee via the Fundraising Committee in developing a fundraising strategy for the Branch.
- Execute the fundraising strategy annually with the assistance of the Governing Committee, staff and volunteers

- Assist the Fundraising Chair in providing periodic reports to the Governing Committee's Chair.
- Maintain relationships with major donors and foundations.
- Actively pursue new potential sources of funding to support the Branch's programmes and projects through grants, legacies etc and develop submissions to funders.

### **Branch Development**

- Lead on the development and implementation of key organisational documents such as but not limited to strategic and annual plans
- Ensure the branch has strong and accountable functions in financial management, holding budgets, and procurement/logistics. Ensure the Chart of Authority and other financial policies are implemented at all times
- Responsible for ensuring the implementation of the action plan arising from the Branch Capacity Assessment
- Represent the Branch (as appropriate) at trainings, meetings, strategy planning any other such events aimed at capacity enhancement locally, regionally and/or internationally.
- Lead on the development, implementation and evaluation of ARC's programmes and projects.
- Support and manage outreach activities,
- Conduct training workshops, seminars, etc. makes presentations on assigned topics/activities as required

### **Other Duties**

- Such other responsibility as may be reasonably necessary.

## PERSON SPECIFICATION

JOB TITLE: Director Anguilla Red Cross	
<u>KNOWLEDGE/ EDUCATION/ TRAINING</u>	<p>Advanced university degree (Master's degree or equivalent) in business or public administration, finance, disaster management, logistics operations/management or related area. A first level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advance university degree.</p> <p>Knowledge of conversational Spanish is an asset</p>
<u>EXPERIENCE</u>	<p>A minimum of five (5) years of progressively responsible experience in administration, human resource management, disaster management or related field.</p> <p>Experience in financial management and planning, coordinating and/or multifunctional logistics support operations including fundraising.</p> <p>Experience within the context of humanitarian relief, emergency management and disaster relief operations.</p> <p>Track record of leadership results in non-profit and/or for-profit organizations.</p> <p>Experience of supporting and working effectively with a Governance structure</p> <p>Practical experience in capacity building, developing projects and programmes</p> <p>Practical experience in preparing and submitting reports.</p>

<u>TECHNICAL SKILLS</u>	Fully conversant with all common office software packages and using them to support their work
<u>COMPETENCIES</u>	<p>Planning and managing projects and activities</p> <p>Business, finance and resource management</p> <p>Analysis, decision-making and problem solving – the ability to work logically and accurately, to interpret and implement procedures and re-engineer processes where necessary</p> <p>Strong interpersonal skills including communication, listening and empathy</p> <p>Team working</p>
<u>BEHAVIOURS</u>	<p>Uphold the Fundamental Principles and act with integrity and in accordance with the Anguilla Red Cross values and obligations</p> <p>Recognise the implications of working within a charity and a voluntary organisation</p> <p>Ensure equal opportunities and anti-discriminatory practice and promote diversity</p> <p>Recognise and value the contribution of others</p> <p>Take responsibility for own and team’s decisions and actions</p> <p>Demonstrate flexibility and open mindedness, particularly in a rapidly changing environment</p> <p>Give feedback and support</p>
<u>SPECIAL CIRCUMSTANCES</u>	<p>Willing and able to travel when necessary</p> <p>Able to and prepared to manage a team that quickly scales up to respond to an emergency (e.g. to mobilise volunteers and staff in relief, logistics, beneficiary communications and other areas)</p> <p>Willing and able to work unsociable hours (including evening and weekends) as required</p>