



## **Job Description: Director for England and Wales**

**Main purpose of job:** To act as the senior member of staff of The Boys' Brigade in England and Wales, managing operations, staff and resources of the Brigade within the Region.

**Responsible to:** The Brigade Secretary / CEO

**Responsible for:** Delivery of the Brigade's Development Plan in England and Wales.

**Salary:** £38,000 plus car

**Location:** Felden Lodge, Hemel Hempstead

### ***Summary of main responsibilities***

#### **1. Managing Operations:**

- 1.1 Responsible for the delivery of the Brigade's development plan in England and Wales.
- 1.2 Leading The Boys' Brigade in its commitment to best practice in Christian Youth Work
- 1.3 Arranging meetings of the Regional Committees and ensuring the recording and implementation of decisions.
- 1.4 Maintaining and developing partnerships with other Voluntary Youth Sector Organisations.
- 1.5 Developing links with appropriate Government / Government agencies to ensure an effective dialogue regarding national youth policy, funding and mutual understanding
- 1.6 Overseeing the implementation of BB UK policies including, Volunteer / Staff Development, Health and Safety and Safeguarding.
- 1.7 Co-ordinating and planning the development of the Brigade through effective training for volunteers and quality programmes for companies. Ensuring that effective support is in place to establish new companies and develop the work of Companies, Battalions and Districts
- 1.8 Contribution to the effective management of the BB in the UK through membership of the Brigade's Senior Management Team

#### **2. Managing Finance and Resources:**

- 2.1 Responsible with the Brigade Secretary / CEO for effective financial and budgetary control
- 2.2 Ensuring efficient deployment of Brigade resources in the area.
- 2.3 Identifying / securing other sources of income generation

#### **3. Managing People:**

- 3.1 Responsible for full and part time staff employed by the Brigade in England and Wales, and direct line management of staff.
- 3.2 Maintaining effective working relationships with the Regional Chairmen

3.3 Maintaining positive relationships with paid staff and volunteers at all levels of the organisation.

#### **4. Managing Communications and Information:**

4.1 Responsible for ensuring effective internal and external communications within the area and contribution to wider communications within the Brigade

4.2 Maintain and develop relationships with denominations of the various churches in England and Wales and other voluntary organisations

#### **5. Other**

5.1 Representing the Brigade at local / national events when necessary

5.2 Any other relevant duties associated with the role.

#### **Additional Information**

The post holder will be required to undergo an enhanced disclosure check.

The Director will be required to attend church services as part of the role and, on occasion, to lead or play a prominent role in acts of worship. It is therefore an occupational requirement that the Director should be a practicing Christian committed to the mission and object of The Boys' Brigade.

**Closing date for applications 31 May 2016**

**Interviews are due to take place on Thursday 9 June at Felden Lodge**

Only candidates invited for interview will be contacted. For an informal discussion about the position contact Eric Hudson, Director for England on 0773 6475468