

Director, OCD Action

Job description and person specification

Title: Director

Reporting to: Chair and Board of Trustees, OCD Action

Managing: Staff Team of 10 – currently 8 in the London office and 2 in Cromer

Location: OCD Action office, London EC1V 7ET

Hours: 37.5 hours / week with flexibility for the right candidate

Salary: circa £50k

Holiday: 25 days plus 8 statutory days

Job Description

OCD Action works for a society where OCD is better understood and diagnosed quickly, where appropriate treatment options are open and accessible, where support and information is readily available and where nobody feels ashamed to ask for help.

We are here because OCD ruins lives, it tears families apart and leaves people isolated and exhausted. Our job is to help people affected by OCD to fight back.

As Director of OCD Action your role will be to lead this fight. You will act as the figurehead for the Charity ensuring that our stakeholders and the wider public understand the importance of our work and are motivated to support what we do.

The OCD Action staff team are a small and hard-working team covering the areas of administration, fundraising, media, helpline, advocacy, youth and support groups. In addition we have a large number of enthusiastic and committed volunteers who help deliver frontline services. You will have to be hands on and willing to familiarise yourself with all we deliver and take a part in all aspects of the organisation. You will also need to develop an understanding of and share our genuine commitment to supporting people affected by OCD.

Over the last few years we have grown as an organisation and this has enabled us to make a real and lasting positive impact on the lives of more people than ever before. We now have the team, resources and reputation needed to capitalise on new opportunities and do even more.

We are looking for an exceptional Director with a demonstrable track record in fundraising and programme development, implementation and evaluation. You will bring excellent leadership and influencing skills and use your experience of strategy development and operational delivery to take our work to the next level.

Key objectives

- To work with the Board and staff to ensure that the Charity's strategic and operational plans meet the needs of service users and that all targets and objectives are met.
- To ensure long term sustainability of the Charity through effective management of income generation, financial planning and service delivery.

Main responsibilities

Strategy

- In consultation with the Board, staff team and key stakeholders, work to develop and articulate clear and compelling plans and strategies for the Charity.
- Work with members of the staff team to develop detailed plans to deliver the Charity's strategy.
- Champion, where required, new ways of working to keep the Charity innovating and reaching a wide range of beneficiaries.
- Promote diversity within the organisation and its networks and partners.

Service delivery

- Work closely with the staff team to ensure that service quality is at the highest level and that projects meet all objectives and reporting requirements.
- Ensure that the Charity is able to measure and analyse the impact of all services.

Fundraising and income development

- Work with the fundraising team across all fundraising activities - from strategic funding bids to statutory funders and trusts, to asking for donations from individuals and corporate supporters.
- Actively seek new streams of earned income for the Charity through programme development and partnership.

Communications

- Together with the Media and Communications Officer, maintain and develop the Charity's brand and positioning.
- Work with the Media and Communications Officer to ensure that the OCD Action website and social media are able to play a central role in the Charity's service delivery and income generation work.
- Act as a spokesperson for the Charity.
- Take overall responsibility for the planning of the Charity's public-facing events including an annual Conference and Stakeholder events.

Finance

- Oversee day-to-day financial processes and ensure all processes are in line with agreed procedures

- Report to the Board of Trustees on the Charity's financial position and ensure its overall financial health
- Work closely with the Treasurer and relevant staff to produce a budget acceptable to the Board, and ensure the sound financial management of the Charity within that budget
- Ensure full and accurate financial reporting including the preparation of an annual report and financial statements.

Staff Management & Leadership

- Lead the recruitment and appointment of key members of staff with Board approval, and have overall responsibility for all significant staffing decisions and actions.
- Provide the staff team with direction and support through regular supervision and appraisals ensuring the Charity is a well-run organisation where colleagues feel valued and able to work effectively.
- Ensure that volunteers too are valued and supported as an integral part of the Charity.

Governance

- Set the tone for relationships with members of the Board and facilitate board and staff relationships so that the Charity can derive as much value as possible from its Trustee team.
- Work closely with the Chair of the Board to ensure that governance is of the highest standards.
- Ensure that the Charity complies with its governing document, Charity Law, and all other relevant legislation or regulations including requirements in respect of health & safety, data protection, child protection and safeguarding vulnerable adults.

Development and networks

- Act as spokesperson and public representative for the Charity.
- Actively seek new and relevant networks to develop the Charity's work and reach.
- Lead the development of new areas of activity for the Charity that meet the needs of people with OCD.

General requirements

- Participate in internal/external meetings and training.
- Participate in regular supervisions and annual appraisal with the Chair of the Board.
- Ensure that all OCD Action's policies and procedures are adhered to at all times.
- Work in accordance with OCD Action's culture, values, aims and objectives.
- Act as a positive ambassador for the Charity at all times.
- Take overall responsibility for HR, offices & premises.
- Undertake any other duties that may be reasonably required from time to time.

This role is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment the Charity may make any necessary

change in job content, or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's role.

Person Specification	Essential	Desirable
Experience & Education	<p>Degree level education.</p> <p>5 years minimum experience at a senior level within the Charitable sector.</p> <p>5 years minimum experience of managing others.</p> <p>Experience representing an organisation to the media, funders and other stakeholders.</p> <p>Experience of developing and funding services within the Charitable sector.</p>	<p>A recognised qualification in a relevant field.</p> <p>Working in a small charity environment.</p> <p>Working in a mental health charity.</p> <p>Experience of campaigning and influencing national policy.</p> <p>Experience of managing services delivered primarily by volunteers.</p> <p>Experience of managing staff remotely.</p>
Skills & Knowledge	<p>Excellent communication skills.</p> <p>High level of numeracy and financial literacy.</p> <p>A comprehensive understanding of all aspects of fundraising.</p> <p>Good IT literacy, the ability to use all main Microsoft Office packages, and the ability to learn new software applications swiftly and effectively.</p> <p>Must have a good understanding of mental health, the impact of mental health problems on people's lives and the system and services operating to support people with mental health problems.</p>	<p>Previous experience using an accounting software package and/or a CRM database.</p>

Attitude	<p>A creative and entrepreneurial approach to fundraising.</p> <p>Flexible and able to adapt plans to a changing environment.</p> <p>A team player, willing to be involved in all areas of work.</p> <p>A solid appreciation of the Charity's work and a demonstrable understanding of the difficulties faced by people affected by OCD.</p>	
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