

## Job Description

<b>Job Title:</b>	Director	
<b>Reporting To:</b>	Chair of the TCI Red Cross Governing Committee. Dotted line reporting to British Red Cross Country Manager	<b>Location:</b> Providenciales

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**Line management of:** Disaster Risk Officer, Thrift Shop Manager

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**Duration:** Initial 2-year Contract with possibility of extension

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### Context

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

TCI Red Cross aims to enable vulnerable people in the Turks and Caicos Islands to prepare for and withstand disasters and emergencies in their communities and, when the crisis is over, to assist them to recover and move on with their lives.

Although an Overseas Branch of the British Red Cross, the TCI Red Cross is self-governing, with its own Governing Committee and constitution. It operates with a team of volunteers and three staff including the Director, Disaster Risk Officer and a part-time Thrift Shop Manager.

### Overall Purpose of the Post

- To be the “face of the Red Cross” within TCI and regionally when required, integrating 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**

- Support the board in developing the organisation's strategic vision in line with the Red Cross mandate, the broad framework of the British Red Cross's corporate strategy, the regional strategic goals of the International Federation of Red Cross and Red Crescent Societies, based on an analysis of needs in TCI.
- Develop and ensure implementation of operational plans to support the delivery of TCI 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 provide regular reports to the TCI Red Cross Governing Committee, British Red Cross and any other relevant organisations, including donors.

### **Financial planning and control**

- Responsible for financial management of the TCI Red Cross, including budgetary monitoring and control
- Develop, in consultation with the Treasurer, an annual budget for recommendation to the Committee and monitor its implementation (income/expenditure, budget/actuals)
- Provide timely quarterly financial reports (income/expenditure, budget/actuals) for review and approval by the Governing Committee, to be shared with the British Red Cross.
- Ensure that audited financial statements are prepared each year for approval by the Governing Committee and subsequently by the AGM, and are submitted to the British Red Cross
- Provide regular financial reports and updates on project funds to other donors.

### **Operational Management**

- Direct and supervise staff and volunteers in their implementation of Branch plans and policies.
- Oversee the delivery of efficient and cost-effective services by the TCI Red Cross.
- Ensure the proper management of all Branch properties and assets.
- Report to and consult with the TCI Red Cross Chair on important issues and ensure that the Board and British Red Cross are kept informed of any key risks.

### **Development of Services**

- Review humanitarian needs within the TCI 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 the development of the TCI Red Cross disaster response capacity in order to meet its commitments to the Government of TCI.
- Development of a robust and sustainable First Aid training service
- Ensure professional, consistent and current good practice in all activities by staff and volunteers

### **Fund-raising and public relations**

- Ensure that effective and co-ordinated fund-raising and public relations activities are planned and implemented to enable the TCI Red Cross to deliver its budgeted objectives.
- Develop and implement communication and advocacy activities for the TCI Red Cross.
- Ensure that the work of the TCI Red Cross is actively promoted throughout the islands.
- Be a spokesperson for the TCI Red Cross for operational matters.

### **Staff and volunteers**

- Motivate 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 the implementation of these objectives, through regular documented 1:1 meetings and 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.
- Provide effective leadership in recognising, rewarding and motivating volunteers and employees that leads to high performance.

### **External liaison**

- Strengthen existing links, and identify and develop new links, with communities in order to support their risk reduction activities.
- 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 TCI Red Cross, with particular emphasis on the areas of disaster response and risk reduction.
- Oversee the representation of the TCI Red Cross on relevant government committees or similar.
- Represent the TCI 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 in contacts 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.

## Person Specification

<b>Job Title:</b> Director	
Education / Training	<ul style="list-style-type: none"> <li>• Degree level or equivalent, ideally in management, communications, business or accountancy</li> <li>• Significant training in accounting and or financial management.</li> <li>• Professional project management qualification an advantage</li> </ul>
Experience	<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 and manage multi-disciplinary team</li> <li>• Manage significant budgets and operating plans</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>• Additionally, experience in the following specific areas:</li> <li>• Building the capacity of organisations</li> <li>• Knowledge and experience in responding to disasters and emergencies within a humanitarian setting</li> <li>• Community-based disaster risk reduction initiatives</li> <li>• Project management</li> <li>• Producing clear and accurate financial and narrative reports</li> </ul>
Knowledge/ Technical Skills	<p>Detailed and proven knowledge of:</p> <ul style="list-style-type: none"> <li>• The Islands' culture and working environment</li> <li>• Government, statutory and voluntary sectors in which the TCI Red Cross works</li> <li>• How voluntary organisations work with external agencies</li> <li>• Health and Social care policy</li> <li>• Disaster Management procedures and policies</li> <li>• Beneficiary involvement</li> <li>• Supporting the development of and working within a Governance Structure</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> <li>• Identify sources of funding and substantially increase service income, in partnership with fundraisers</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement policy and systems for needs identification, development of services and monitoring and evaluation of services</li> <li>• Represent the TCI Red Cross externally</li> </ul>
Personal Skills	<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 new 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>
Special Circumstances	<ul style="list-style-type: none"> <li>• Must have a valid driving licence</li> <li>• Ability to work and travel regularly throughout TCI including some overnight stays, and occasional overseas travel</li> <li>• Ability to work unsociable hours (including some evening and weekends)</li> <li>• Ability to respond to disaster e.g. to mobilise volunteers and staff (this requires 24-hour on call availability at times)</li> <li>• Understanding of / commitment to equality of opportunity and practice, diversity and the Fundamental Principles.</li> </ul>