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| **Gaia House Trust Job Description** **for the Position of** **Finance & Development Director** |  |

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| **Position Title:** | **Finance & Development Director**  |
| **Hours:** | **28 hours per week**  |
| **Location:** | **Gaia House, West Ogwell** |
| **Salary:** | **£36k - £38k (TBC by Gaia House Trust on 4th June)** |

**Responsible to:** The Board of Trustees. Line-management of the post is usually exercised by the Chair of Trustees, or another Trustee delegated to act on behalf of the Board.

**Key responsibilities:**

* Together with the Operations Director to provide leadership to Gaia House and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks established by the Board.
* Together with the Chair and with the Operations Director to enable the Trustees to fulfil their duties and responsibilities for the proper governance of the Gaia House Trust and to ensure that Trustees receives timely advice and appropriate information on all relevant matters.

**Duties and tasks required to fulfil the key responsibilities:**

**1. Together with the Operations Director to provide leadership to Gaia House and to be responsible for the management and administration of the charity within the strategic and accountability frameworks established by the Board.**

* 1. **Leadership**
* To lead all aspects of the resourcing of the Gaia House programme of activities including finance & fundraising, staffing, communications and marketing, and buildings maintenance and development.
* To develop the processes of governance of the Trust and its relationship with the Teacher Council.
* To be the Lead Director for the Trust in collaboration with the Operations Director to the membership, Teacher Council and Advisory Groups.
* To lead, inspire and motivate staff and volunteers.
* To assist the Board in agreeing the values, ethos, mission and vision of Gaia House underpinned by the Dharma and consistent with the organisation’s charitable objects.
* Together with the Operations Director lead the review and development of a medium to long-term strategy for Gaia House consistent with its objects, the agreed vision, and mission, and to obtain the approval of the Trustees.
* To develop the work of Gaia House in order to achieve the agreed strategic plan and its objects, vision and mission and thus ensure that the Trust is focused on achieving its strategic priorities.
* To ensure that the Trust’s values, ethos and policies are relevant, fair, and consistently implemented.
* To develop an organisation that is continually seeking ways to learn and improve its offering.
* To develop and maintain a working environment that attracts and retains the best teachers, staff and volunteers.

**1.2 Management**

* To be accountable to the Trust for the proper and effective management of Finance & Fundraising, HR and Administration, Communications and IT, and Maintenance and Building Development.
* To recruit and manage a Project Manager to act as a “professional client” in Gaia House’s relationship with Architects and Contractors in respect of planned building development projects.
* To ensure that all management policies and decisions support the agreed vision, mission values, philosophy and strategic priorities of the Trust.
* To ensure that business, operational and annual plans to underpin the strategic plan are developed agreed and implemented.
* To identify appropriate methods for monitoring the performance of the organisation against its strategy, business and operational plans, and against the annual budget as approved by the Trust.
* Together with the Operations Director to ensure the management of the recruitment, management, training and development of staff and to ensure that the procedures for these reflect good employment practice and are directed towards achieving the Trust’s objectives.
* To ensure that the Trust is aware of best practice and that Gaia House as a whole works to achieve this within the constraints set by available resources and legislative frameworks.

**1.3 Finance & risk**

* To be responsible for the overall financial health of the Trust.
* To ensure that the major risks to which the Trust is exposed are reviewed regularly by the Trust and the staff and systems have been established to mitigate these risks; to ensure that a risk analysis is automatically carried out when taking on new activities.
* To ensure that there are effective mechanisms to ensure the robustness of internal and external controls (financial and non-financial).

**1.4 External and internal relations**

* To foster good communications both within the House and with Teachers, staff members, contractors and suppliers.
* To develop the Trust’s public profile and foster good relationships with statutory, voluntary and private organisations as appropriate, and with other external stakeholders.
* To set up mechanisms for listening to the views of members, current and prospective retreatants, teachers, staff, and volunteers on Gaia House’s offering and on areas of future development.
* To review the external environment for changes that may affect the Trust, to advise the Trustees proactively and to take necessary action.

**1.5 Legal and regulatory compliance**

* To ensure that the Trust fulfils all its legal, statutory and regulatory responsibilities.

**2. Together with the Chair to enable the Trustees to fulfil their duties and responsibilities for the proper governance of the Gaia House Trust and to ensure that Trustees receive timely advice and appropriate information on all relevant matters.**

**2.1 Strategy and Planning**

* To work in partnership with the Chair (or delegated Trustee), and the Operations Director to assist the Trustees in adhering to the agreed values, ethos, vision , mission, and support the Trustees in setting strategic objectives and strategic priorities for the Trust.

**2.2 Ensuring high-quality governance**

* Draw the Trust’s attention to matters that it should consider and decide.
* Ensure that the Trust receives all necessary advice, guidance and information on matters relating to current performance, the short and long-term future of the Trust, regulatory and legal compliance and other appropriate issues: making sure that such advice, guidance and information are timely, honest, balanced and relevant.
* To ensure that staff and volunteers understand and support the governance role of the Trust and that there is a positive and constructive working relationship between the Trust and the staff.
* To ensure, with the Chair, that the Trust regularly reviews the governing instruments, the governance structure and to assist with the Trust’s assessment of its own performance.
* In partnership with the Chair to ensure that the Trust’s delegated authority is recorded in writing, understood fully by staff, teachers and volunteers and that all agreed reporting procedures are followed.
* To work closely with the Trust to ensure that the Trust has the skills it requires to govern Gaia House and its related activities well, and that the Trust has access to relevant external professional advice and expertise.
* To assist the Chair in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees, future Chairs of the Trust and future Directors.
* To work with the Chair to ensure that all Trustees receive appropriate induction, advice, information and training (both individual and collective) thus enabling the Trust to maximize the potential contribution of each member.

**2.3 Trust meetings**

* To ensure that the Trust is given the information it needs to perform its duties.
* In partnership with the Chair, to develop an annual programme of Trust and sub-committee meetings and Trust away days.
* In partnership with the Chair, to ensure that the right and appropriate items reach Trust agendas and that high quality papers support each item on the agenda.
* To assist the Chair in ensuring that the Trust focuses on its governance role by making sure that the Trust agenda and papers do not draw the Trust away from governance into unnecessary detail and management issues.
* To report regularly to the Trust on the progress made towards the Trust’s strategic priorities and the effectiveness of its policies.
* To submit high-level policy proposals for the approval of the Trust or assist the Trust in the development of such policies and to be responsible for the efficient and effective achievement of these policies
* To implement Trust decisions.

**2.4 Relationship with Chair of Trustees**

* To have regular meetings with the Chair and the Operations Director at which the Chair and Directors can talk openly, discuss progress and problems, agree expectations of each other, plan the Trust’s programme together and prepare together for meetings.
* In close consultation with the Chair to agree respective roles in representing the Trust and acting as spokesperson at public functions, public meetings, and to the press/media.

**Finance & Development Director – Person Specification**

*Skills & Knowledge*

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|  | *Essential* | *Desirable* | *Demonstrated By* |
| Strong analytical skills with a track record of processing, summarising and reporting information  | Yes |  | Previous work experience/ interview/ qualification |
| Understanding of governance processes relating to charitable/ voluntary sector organisations | Yes |  | Previous work experience & interview |
| Understanding of wider issues facing spiritual retreat centres |  | Yes | Previous work experience/reading/ interview |
| Well-developed communication skills i.e. report writing, active listening, conflict-resolution, negotiation and presentation skills  | Yes |  | Application form/interview |
| Computer-literate & familiar with Word and Excel | Yes |  | Previous experience/application form |
| Excellent interpersonal skills – ability to represent Gaia House externally | Yes |  | Interview |
| Commitment to a regular & continuing meditation practice | Yes |  | Application form/interview |
| An understanding of, an appreciation of, the Gaia House offering  | Yes |  | Application form/Interview |

*Experience*

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|  | *Essential* | *Desirable* | *Demonstrated By* |
| Experience of/ability to identify the need for and initiate new developments | Yes |  | Previous experience/ interview |
| Ability to understand financial management and systems | Yes |  | Previous experience/ interview |
| Experience of recruitment, induction, training and appraisal of staff |  | Yes | Previous experience/interview |
| Experience of the management of budgets | Yes |  | Previous experience/interview |
| Experience of monitoring, validating and evaluating performance against objectives | Yes |  |  |
| Experience of/ability to facilitate constructive communication and good relationships between different stakeholder groups e.g. Teachers, Trustees, staff | Yes |  |  |
| Experience of fundraising |  | Yes | Previous experience/interview |
| Experience of publicity/marketing |  | Yes | Previous experience/interview |
| Experience of inspiring, motivating & managing staff  | Yes |  | Previous experience/ interview/ references |
| Experience of leading a team | Yes |  | Previous experience/interview |
| Experience of project management | Yes |  | Previous experience/interview |
| Experience of participation in Buddhist meditation retreats | Yes |  | Application form/interview |
| Experience of working with, or on, a Board of Trustees or Committee in the running of an organisation |  | Yes | Previous experience/interview |