



We promote and facilitate the provision of high quality palliative care in the developing world where such care is limited

CAIRDEAS INTERNATIONAL PALLIATIVE CARE TRUST

Operations Director (UK) Job Description and Person Specification

About Cairdeas

Cairdeas International Palliative Care Trust is a Scottish-based charity with a global mission: to make palliative care available in communities in the least accessible and most neglected parts of Sub-Saharan Africa, the Middle East and Africa.

We work in partnership with local colleagues in building local services. Our expertise is in specialist education, training and mentoring. We also lobby state authorities and national governments for the resources to sustain and develop these services into the future.

We respect the integrity of each person's culture, faith, background and lifestyle. We are motivated by compassion inspired by the love of Christ.

About this role

This role is responsible for the smooth running of the charity's UK operations. It calls for an individual who is enthusiastic about the mission and values of the charity and willing to acquire new skills and to learn about, and help make a difference to people in, completely different cultures

The workload is currently 12 hours per week, annual salary £27,726.40 pro rata (i.e. £8,317.92). This is subject to regular review with the potential for this to increase as the charity's funding increases. When needed arises, additional hours and days can be agreed, in advance with the Chair.

Reporting and accountability

The role reports to the Vice Chair and is accountable to the charity Trustees.

Key responsibilities of the Operations Director (UK)

The main responsibilities are to be the Charity's UK-based

- administrator
- advocate, and
- ambassador

Administrator: to support the Trustees and those working overseas, and to manage the day-to-day running of the charity in the UK by:

- keeping in regular contact with the Medical Director and local teams and providing them with practical support
- ensuring all reporting to the relevant UK statutory and regulatory bodies is completed on time
- supporting the Trustees in their leadership of the charity, arranging and taking the minutes of the Trustees and working group meetings, and assisting with the good governance of the charity
- maintaining the charity's financial accounts and reports and producing the initial draft set of accounts for the independent examiner's consideration.

Advocate: to network with funders, other partner organisations and supporters by:

- promoting the work of the charity and regularly providing donors and funding partners with updates that demonstrate the real difference their support makes
- helping to complete applications to grant making bodies and to meet their reporting requirements on successful bids
- taking opportunities to draw attention to the work of the charity, within the UK.

Charity Ambassador: to promote the charity on social media and at UK-based events and conferences, by

- promoting the activities of the charity on its website and social media
- attending or providing promotional material to UK events and conferences on palliative care or overseas support to difficult to reach parts of the world
- producing promotional and marketing information, newsletters, blogs, etc., on the aims and activities of the charity
- forging links with other organisations working in the same field or with complementary aims and values

Person specification and professional qualifications

Essential criteria

- Sympathetic with, and enthusiastic about, the purpose, goals and values of the charity.
- Excellent organisational and administrative skills
- Proven ability to facilitate effective and productive meetings
- Committed to working in partnership with others
- Proven skills in planning, project management, controlling budgets and reporting.
- Good oral, written communication and presentation skills
- Confident in exercising a representative/ambassadorial role in different environments – particularly clinical, political and academic
- Comfortable with social media and very familiar with its various platforms.
- Ability to improvise and operate on modest budgets
- Disciplined self-starter, tenacious and able to do what is required to get the job done.
- Willingness to learn, acquire different skills and participate in new ventures

Desirable criteria

- Previous experience in working in the charity sector, ideally a health or overseas charity
- Website management and IT skills including publishing software
- Experience of working within volunteer organisations and with paid and unpaid staff

To apply for this role, please send a CV and covering letter to applications@cairdeas.org.uk by 5pm the 22nd April 2020.

If you have any questions about the role, please contact operations@cairdeas.org.uk