



## **DIRECTOR: Job Description**

<b>Job Title:</b>	<b>Director</b>
<b>Salary:</b>	£38,000 - £43,000
<b>Duration:</b>	<b>Full time permanent (open to considering 0.8 FTE)</b>
<b>Responsible to:</b>	DSN-UK Board of Trustees
<b>Responsible for:</b>	2/3 staff members Consultants, Volunteers and/or Interns
<b>Budget responsibility:</b>	Circa £100,000

## **Aims of Job [Job Purpose]**

### **Reporting to the Chair and Board of Trustees, the Director of Dalit Solidarity Network UK (DSN-UK) will be responsible for:**

Working with the Board to develop and formulate a rolling 3-year strategy to achieve DSN-UK vision.

The Director will be accountable to the Board of Trustees for delivering the stated aims of DSN-UK.

The DSN-UK Director is accountable for the

- i) Development and delivery of DSN-UK's overall strategy and objectives;
  - ii) Provide strategic leadership to influencing the policy and practice of key stakeholders to further DSN's vision of a 'world without caste discrimination';
  - iii) Overall management of DSN-UK, including management of DSN-UK staff, its finances and other resources.
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## **Main Duties and Responsibilities**

### **Leadership and strategy**

- I. The Director is responsible for leading DSN-UK in line with the organisational strategy and values, to be effective and influential, in the UK and globally, and elevate the importance of eliminating caste discrimination in the agenda of key stakeholders.
- II. The Director is responsible for implementing DSN-UK's strategy through specific campaign, lobbying and advocacy activities, including development of key messages and influencing strategies.

### **Operational Management**

Financial management/budgetary responsibility:

- III. The Director is responsible for the day-to-day management of DSN-UK, including all aspects of its internal administration, particularly financial management and the preparation of regular financial and programme reports for the Board.
- IV. The Director will propose and agree an annual budget with the Board of Trustees and is accountable for good financial management through effective and robust monitoring and reporting mechanisms.

Fundraising

- V. The Director takes the lead in developing and implementing a fundraising strategy for DSN-UK which enables the organisation to meet its objectives and retain its independence.
- VI. Represents DSN-UK as part of fundraising initiatives and reports back to donors on project achievements in a way which helps to strengthen their commitment to DSN.
- VII. Seek out potential sources of funding, liaising with donors and preparing relevant funding proposals and reports.

Human Resource/Project management:

- VIII. The Director appoints staff, volunteers and consultants in consultation with the Chair and is responsible for the overall management of DSN-UK's employees.
- IX. The Director is responsible for designing and maintaining appropriate systems for assuring the quality of DSN-UK research and communications materials, and the management of specific projects undertaken by DSN-UK.

## **Representation, policy and advocacy**

- X. The Director represents DSN-UK at a senior level to a wide range of audiences, notably parliamentarians, the media, academics and other non-governmental organisations, and funding agencies.
- XI. The Director is responsible for developing and implementing a strategy to recruit and develop the network and its members, including convening the DSN-UK Annual General Meeting, ensuring that this forum informs DSN-UK's policy and positions and that smooth communication exists between the Network and the Secretariat.
- XII. The Director will be the official contact point for DSN-UK in the UK, ensuring DSN-UK liaises appropriately with the International Dalit Solidarity Network and its international partners, European DSN's and partners and sister organisations though out South Asia. S/he will be responsible for conducting joint advocacy at EU/UN level, representing these issues at UK Government level and participating in other joint initiatives as appropriate.

## **Person Specification**

### **Essential**

1. Substantial track record of successfully working at a senior level with strategic leadership and management responsibilities.
2. Ability to develop organisational strategies and translate them into plans and budgets.
3. Proven track record of building and leading high performing teams; skilled in cross cultural management.
4. Experience of working on issues of social justice/human rights and of campaigning for change.
5. Experience of representing an organisation to others, ranging from grass roots activists to government officials.
6. Experience of high-level lobbying and advocacy and public speaking.
7. Proven track record and experience of fundraising from trusts, governments and corporate sources.
8. Experience of developing and managing budgets.
9. Experience of working in or with a coalition or network.
10. Excellent written and verbal communication skills.

11. Ability to work as part of a team and design and use office systems, and also to take initiatives and be self-sufficient in organising own work. Ability to plan and prioritise a heavy workload and keep to targets under pressure and to deadlines.
12. Willingness to travel abroad and to work outside usual office hours if necessary.
13. Commitment to the aims of DSN-UK and sensitivity to issues of caste, gender, race and religion and commitment to ensuring equal opportunities.

### **Desirable**

1. Knowledge of caste issues and experience of working with vulnerable communities in South Asia.
2. Experience of working on issues around Business and Human rights.
3. Proven track record of influencing governmental/inter-governmental policy.
4. Knowledge of the UK parliamentary system.
5. Experience of working with the media.

### **Personal qualities**

1. Confident and comfortable in a public relations role with excellent presentational skills.
2. Clear, concise and persuasive communications.
3. Diplomatic and tactful, able to build effective relationships.
4. Participatory and empowering approach and ability to manage conflicting interests
5. Calm and reliable under pressure.
6. Ability to work in a small team and on own for lengths of time.
7. Manages own time well, to address competing priorities.
8. Commitment to equal opportunities.

Please note CANDIDATES WILL NEED TO PROVIDE PROOF OF PERMISSION TO WORK AND RESIDE IN THE UK