



Montserrat Branch of the British Red Cross

Recruitment to Position of Branch Director

As the Montserrat Branch of the British Red Cross continues to grow and develop, holding strong principles of Humanity and Voluntary service, it aims to become the leading voluntary organization in Montserrat, delivering programmes and professional services to meet the needs of the most vulnerable people in crisis and disasters.

We are in search of a Director to deliver the Branch strategy which encompasses disaster management and risk reduction, humanitarian education, fundraising, health and social care, strengthening Branch capacity and activities for vulnerable persons and first aid education by planning, organizing, motivating, leading, and working with a small team of staff and volunteers.

The role requires sound financial and planning skills as well as the ability to establish and build good working relationships with the Montserrat Government, other related organizations and the community at large.

The person must be eligible to work in Montserrat, have a sound knowledge of the Island's culture and working environment, and have the commitment and willingness to travel extensively locally, and occasionally regionally and internationally.

Salary is fixed at EC\$6,100 per month before taxes. A travel allowance of EC\$800 and telephone allowance of EC\$60 will be payable monthly.

The person specification and job description are attached to this document.

Persons interested in applying should use the application form attached to this document. Copies are also available from the Red Cross Headquarters or by email from director@redcross.org.ms. Application forms should be sent by email to kstudds@redcross.org.uk. Hard copies may also be submitted to the Red Cross Office in an envelope, with the words "application form" clearly written on the front of the envelope. Applications must be received by 10th August 2018.

Shortlisting will take place the following week. Interviews will take place in Montserrat on 23rd August 2018. References will be taken up prior to interview



Montserrat Red Cross

Job Description

Job Title:	Director	
Reporting To:	Chair of the Montserrat Red Cross Governing Committee	Location: Brades, Montserrat
Line management of:	Programmes and Projects Officer	
Duration:	Initial 2 year Contract with Possibility of Extension	

Context

The Montserrat 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.

It aims to enable vulnerable people in Montserrat to prepare for emergencies in their own communities and, when these occur, to assist them to recover.

Although an Overseas Branch of the British Red Cross, the Montserrat Red Cross is self-governing, with its own Governing Committee and constitution. It operates through a team of volunteers and 2 staff: a Director and the Programmes and Projects Officer, who also covers office management functions.

Overall Purpose of the Post

- To be the “face of the Red Cross” within Montserrat and regionally when required, integrating all activities and promoting the work of the organisation.

- To be responsible for planning and budgeting, financial and narrative reporting, beneficiary and donor relations, human resource management, communications and information management, organisational accountability and legal compliance.
- To lead and manage the development, delivery and sustainability of programmes within the organisation's overall strategic framework.
- To manage and coordinate the Montserrat Red Cross's Disaster Management and Risk reduction activities.
- To lead the development and implementation of fundraising and income-generation activities by the Branch, with the aim of achieving sustainable programmes and activities.

Major Responsibilities

Strategic and operational planning and reporting

- Lead on 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 Montserrat.
- Implement the Montserrat Red Cross strategy by developing and delivering annual operational plans.
- Collate information on the implementation of plans and provide regular reports to the Montserrat Red Cross Governing Committee, British Red Cross and any other relevant organisations, including donors.

Financial planning and control

- Take responsibility for financial management of the Montserrat Red Cross.
- Develop, in consultation with the Treasurer, an annual budget for recommendation to the Governing Committee and monitor its implementation (income/expenditure)
- Provide timely quarterly financial reports (income/expenditure) for review and approval by the Governing Committee, to be shared with the British Red Cross.
- Ensure that balance sheets and statements of income and expenditure are prepared each year for approval by the Governing Committee and external audit, and subsequently by the membership at the AGM, and are shared with 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 Montserrat Red Cross.
- Ensure the proper management of all Branch properties and assets.
- Report to and consult with the Montserrat Red Cross Chair on important issues and ensure that the Governing Committee and British Red Cross are kept informed or any key risks.

Development of Services

- Review the humanitarian needs within Montserrat on a regular basis and ensure that services, including any new services, are focused on addressing the needs of the most vulnerable, particularly in response to disasters.
- Ensure consistent high quality practices in all activities.
- Ensure the development of the Montserrat Red Cross disaster response capacity in order to meet its commitments towards the Government of Montserrat.
- Strengthen existing links, identify and develop new links with communities in order to support them in risk reduction activities.

Fund-raising and public relations

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

Staff and volunteers

- Motivate and lead a team of staff and volunteers.
- Take responsibility 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.
- Take overall responsibility 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

- 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 Montserrat Red Cross, with particular emphasis on the areas of disaster response and risk reduction.
- Oversee the representation of the Montserrat Red Cross on relevant government committees or similar.
- Represent the Montserrat 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

Job Title: Director	
Education / Training	<ul style="list-style-type: none"> ➤ At least a Bachelor’s Science Degree level or equivalent in Management Studies or Business Administration. ➤ Significant training in accounting and or financial management. ➤ Professional project management qualification an advantage
Experience	<p>At least five (5) years proven management experience, which will enable you to work with staff and volunteers to substantially grow programmes and impact:</p> <ul style="list-style-type: none"> ➤ Lead and manage multi-disciplinary team ➤ Manage significant budgets and operating plans ➤ Design, implement and grow programmes ➤ Develop media strategies ➤ Liaise with local authorities, government and other agencies at decision-making level ➤ Lead and manage organisational change <p>Additionally, experience in the following specific areas:</p> <ul style="list-style-type: none"> ➤ Building the capacity of organisations ➤ Community-based disaster risk reduction initiatives ➤ Project management ➤ Producing clear and accurate financial and narrative reports
Knowledge/ Technical Skills	<p>Detailed and proven knowledge of:</p> <ul style="list-style-type: none"> ➤ The Island’s culture and working environment ➤ Government, statutory and voluntary sectors in which the Montserrat Red Cross works

	<ul style="list-style-type: none"> ➤ How voluntary organisations work with external agencies ➤ Health and Social care policy ➤ Disaster Management procedures and policies ➤ Beneficiary involvement ➤ Supporting the development of and working within a Governance Structure <p>Ability to:</p> <ul style="list-style-type: none"> ➤ Build strong and effective partnerships with local authorities, statutory services and voluntary sector organisations ➤ Develop and deliver plans and budgets ➤ Identify sources of funding and substantially increase service income, in partnership with fundraisers ➤ Implement policy and systems for needs identification, development of services and monitoring and evaluation of services ➤ Represent the Montserrat Red Cross externally
Personal Skills	<ul style="list-style-type: none"> ➤ Strategic thinker who can lead and motivate teams in turning the strategy into operational plans and achieving results ➤ Confident inspirational leader and effective team builder ➤ Networker and communicator ➤ Ability to flourish in a complex multi-stakeholder organisation ➤ Ability to delegate and prioritise effectively ➤ Dynamic/pro-active/passionate about making a difference ➤ Creativity in developing services and generating new income ➤ Willingness to share best practice with colleagues/ learn ➤ Ability to work collaboratively with colleagues in the best interests of the Red Cross

Special Circumstances	<ul style="list-style-type: none"> ➤ Must have a valid driving licence ➤ Ability to work and travel throughout Montserrat and beyond ➤ Ability to work unsociable hours (including evening and weekends) ➤ Ability to respond to disaster e.g. to mobilise volunteers and staff (this requires 24-hour on call availability at times) ➤ Understanding of / commitment to equality of opportunity and practice, diversity and the Fundamental Principles.
Remuneration	<ul style="list-style-type: none"> ➤ Salary is fixed at EC\$6,100 per month before taxes. In addition, a travel allowance of EC\$800 and telephone allowance of EC\$60 will be payable monthly.



Application for employment

Position Applied for:

Personal details

First name	Surname
Title	Home telephone number
Home address	Cell phone number
Current salary	Email address

Education

From	To	Name of school/college

Qualifications

Description	Grade/Level	Year

How is the referee known to you?

How is the referee known to you?

Additional information

Please indicate skills and training courses undertaken relevant to this appointment

Please **clearly outline how you meet the criteria in the person specification**, explain why you are applying for this post and add any other relevant information in support of your application (You can attach additional sheets)

Have you worked or volunteered for the Red Cross before? If yes, please give details.	
Please state your period of notice:	
Are you a Montserratian or a person legally and ordinarily resident in the Islands? Please give details of your status and whether you would require a work permit.	
I confirm that the above information is correct	
Signed :	Date:
Montserrat Red Cross	

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