

Background and Context Paper

Cecily's Fund Director Vacancy



Registered Charity No. 1071660

Introduction to Cecily's Fund

Cecily's Fund is a non-governmental organisation committed to improving the prospects for Zambian orphans and vulnerable children to grow up to lead a self-reliant, healthy and fulfilling life. We do this by working with trusted Zambian partner organisations to ensure that these children have access to education and gain knowledge, life skills and HIV¹ information.

Our vision is of a Zambia in which every child is educated and grows up to lead a self-reliant, healthy, fulfilling life and to play an integral part in Zambia's development.

Our objectives are to:

- ensure that disadvantaged orphaned and vulnerable children in Zambia are able to access their right to primary and secondary education;
- empower disadvantaged orphaned and vulnerable young people in Zambia to access employment and vocational training; and to
- empower children and young people in Zambia to protect themselves from HIV through education and awareness-raising.

We work in partnership with three local Zambian non-governmental organisations to support individual children in primary and secondary government schools and a small number of school leaving children to access post-school opportunities. We also finance a successful community school and support a peer health education programme to raise awareness of the risk of HIV infection amongst young people.

Since 1998 Cecily's Fund has:

- helped more than 10,000 orphans and vulnerable children in Zambia to go to school;
- helped 40 of the same young people to train as teachers; and
- trained 290 young people as peer health educators who have reached an estimated 7,500 children each year with potentially life-saving health awareness information.

Cecily's Fund was set up in 1998 by Alison and Basil Eastwood, in memory of their daughter, Cecily, who was killed in a road accident in Zambia in 1997 at the age of 19 during her gap year before going to Cambridge University. At the time of her death, Cecily was working with a local Zambian organisation in support of orphans and her parents decided to continue to support these and other children in Cecily's memory. Cecily's Fund's logo is the one Cecily used to sign her letters home.

Cecily's Fund has a dedicated board of nine trustees and a committed supporter base. It has grown rapidly and in 2010 funds the primary and secondary education of over 9,500 Zambian orphaned and vulnerable children through its three Zambian partner organisations. The majority of its funds are raised in the UK and it also receives grants from two organisations which were established to raise funds in support of its programmes – American Friends of Cecily's Fund and Swiss Friends of Cecily's Fund.

¹ HIV stands for Human Immunodeficiency Virus - which causes AIDS (Acquired Immune Deficiency Syndrome)

At present, Cecily's Fund's annual income is in the region of £600,000. In order to respond to the growing need for support in Zambia Cecily's Fund expects to increase its income over the next five years.

Cecily's family and their friends are still very much involved in the charity but, as Cecily's Fund grows, they and the trustees are determined, not only that Cecily's Fund should retain its strong personal connections with both donors and Zambian partner organisations, but also that it should aim for the highest standards of professionalism and good governance.

Cecily's Fund has three full-time and three part-time employees. The Director is responsible for the overall day-to-day running of the organisation, including managing the programmes in Zambia and relations with Zambian partners, as well as fundraising from major trusts and institutional donors.

The Director manages the Fundraising Officer (FO), the Communications and Supporter Liaison Officer (CSLO), the Administrator and the Accountant and reports to the Board of Trustees. The FO is responsible for leading on fundraising from companies, events, universities, schools and. The CSLO is responsible for growing income from individuals by nurturing and expanding the existing individual supporter base, developing community fundraising through volunteers, implementing a strategy for working with volunteers and increasing the profile of Cecily's Fund. Both the FO and CSLO work with the Director on making applications to and managing relations with grant-making trusts and foundations. The CSLO manages the Fundraising and Communications Assistant who supports all fundraising and communications work. The Administrator is responsible for dealing with all income processing and maintaining the database and thanking donors.

The situation in Zambia

Over 1 million Zambians have already died as a result of AIDS-related illnesses (out of a total population estimated at 11.9 million people). Nearly 1.2 million Zambian children are already orphans – one in ten of the whole population - and this figure is expected to continue to rise for the foreseeable future. It has been suggested that by the end of this decade one child in every three will be an orphan. The vast majority of these children – over 600,000 according to UNAIDS estimates – have lost their parents to AIDS-related illnesses.

Orphans not only undergo the trauma of seeing their parents die, they also face a future of desperate financial and emotional hardship. They are often unable to access their right to education because they simply cannot raise the very small sums of money required and thus are stigmatised and excluded from the many opportunities that education provides.

Cecily's Fund supports these orphaned and vulnerable children to go to primary and secondary school. Without an education, these young people will grow up impoverished and unskilled.

Education gives these children self-respect and allows them to find role models, make friends, seek adult support and develop and explore their own abilities. Research also indicates that a child that completes basic primary education is three times less likely to become HIV-positive and more likely to be able to achieve economic self-sufficiency later in life.

See www.cecilyfund.org for more details.

Job Description

Cecily's Fund Director

Registered Charity No. 1071660

Location:	New Yatt near Witney in (rural) Oxfordshire, UK Travel to Zambia 2-3 times a year for 2-3 weeks each trip
Position type:	Open-ended; full-time
Closing date for applications:	10 October 2010
Interview dates:	probably last ten days of October (Oxford)
Guide Salary:	£30,000 - £32,000 gross per annum; review after initial 6 months
Holiday Entitlement	25 days per annum pro rata plus all UK Bank Holidays and Christmas Eve pro rata.
Pension Scheme	Cecily's Fund will provide access to a stakeholder pension scheme after 3 months of employment.

Job Purpose: To provide Cecily's Fund with high quality leadership, management and vision, to ensure that it meets the evolving needs of its Zambian partners and beneficiaries and that relevant systems and processes are developed in line with the overall strategy.

Key Objectives

1. To lead, manage and develop Cecily's Fund, ensuring it has the strategy, resources and procedures to operate effectively and in line with agreed policies and plans for growth.
2. To ensure adequate funding is secured for all of Cecily's Fund's commitments in Zambia.
3. To ensure trustees receive appropriate advice and information on all relevant matters to enable it to meet the charity's objects and to fulfil its governance and legal obligations, and to ensure that Cecily's Fund complies with their decisions and direction.
4. To represent and promote Cecily's Fund with its partners and beneficiaries in Zambia, donors and potential donors, and with other relevant organisations.
5. To work with CF partner organisations and trustees to ensure that CF money is having the greatest possible positive impact on the lives of the children and young people we support.

Reporting lines

The post-holder reports to:	Cecily's Fund's Board of Trustees, led by the Chairman
Staff reporting to this post:	Communications and Supporter Relations Officer, Fundraising Officer, Accountant, Administrator.
Staff not reporting to this post:	Fundraising Support Officer, Volunteers.

Budget responsibility

Full Cecily's Fund budget, circa £600,000 per annum.

Key responsibilities of the post:

Governance

The Director will:

- Attend and provide documentation for trustee meetings, usually 4-5 times a year.
- Present comprehensive Director's report every 2-3 months, updating trustees on programme activities and expenditure, UK expenditure, income to date and forecasts, UK fundraising and communications activities and HR issues;
- Continue to develop and implement effectively, in the UK and with our partners in Zambia, a Child Protection Policy;
- Represent and develop good relationships with donors, official authorities and other agencies in the UK, Zambia and elsewhere, through BOND and other relevant networks and contacts;
- With nominated Cecily's Fund trustees, ensure the Fund conforms to all relevant charity law requirements and other good practice guidelines.

Strategic Planning and Management

The Director will:

- With relevant Cecily's Fund trustees, lead the process of strategic and operational planning;
- Deliver in accordance with the annual work plan which is agreed between the Director and Board of Trustees;
- Support our partners' strategic planning and ensure their plans for the programmes feed into Cecily's Fund's own plans;
- Provide professional guidance and recommendations to trustees on the future development of the Fund.

Programme Management and Development

The Director will:

- Maintain good working relationships with partners in Zambia, ensuring regular communication by email and telephone;
- Work with the Accountant and with the Financial teams in partner organisations to prepare annual budgets for all programme activities;
- Develop agreements with partners for programme actions;
- Ensure the management and performance of the programmes within agreed financial parameters;
 - Oversee the Fundraising and Communications Assistant who reviews partners' monthly narrative reports on progress;
 - Work with the Accountant to ensure that effective systems are in place for managing all finances related to project grants and oversee her review of monthly financial reports.
- Work with partners and relevant Cecily's Fund trustees to design and implement programmes in Zambia in response to, and in anticipation of, the evolving needs of the children supported in Zambia as well as in line with Cecily's Fund's strategy;
- Keep informed of changing best practice in the fields of education, HIV/AIDS and development and any implications these may have for Cecily's Fund.
- Ensure that gender equity and diversity issues are taken into account in programme design and implementation;
- Undertake at least two monitoring visits to Zambia each year to assess progress and monitor programme and partner organisation development;

Monitoring and Evaluation

The Director will:

- Work with the Communications and Supporter Liaison Officer to develop processes for monitoring and evaluation of project grants;

- Ensure programme plans include relevant and measurable impact indicators, and that partners undertake routine monitoring and reporting of these;
- Ensure programmes have demonstrable impact both through direct programme action and, increasingly, through advocacy action based on programme experience and outcomes in order to influence and bring about policy and practice changes.

Capacity Building

The Director will:

- Work with our partners in Zambia to identify areas in which Cecily's Fund can add value, either directly or indirectly, and organise the support as required;

Fundraising:

The Director will:

- With team, develop and regularly review a fundraising strategy to meet annual income targets;
- Work with team to ensure coherent planning of funding proposals, regular monitoring of the timely flow of donor reports and an integrated funding tracking system;
- Develop existing sources of funding and investigate new sources, as appropriate;
- Take first line responsibility for applications to major institutional donors (such as DFID, EC, Comic Relief and the Big Lottery);
- Support other team members with applications to smaller Trusts & Foundations and Major Donors in the UK, US and elsewhere;
- Nurture the relationships with existing donors submitting reports which are on time and meet their requirements;
- Manage delegated responsibility for the fundraising strategy in relation to events, schools and universities and individual donors;
- Oversee the production of relevant literature and information on Cecily's Fund - including the website, the Annual Report, regular newsletters and other programme updates;
- Work with American Friends of Cecily's Fund (AFCF) and Swiss Friends of Cecily's Fund (SFCF) trustees and supporters, to support all fundraising efforts undertaken;
- Prepare proposals to American trusts and foundations on behalf of AFCF.

Financial and administrative management:

The Director will:

- Work with the Accountant to ensure that budgets are drawn up for UK fundraising, administrative and support activities, and that expenditure is kept within budget;
- Manage delegated responsibility to the Accountant and Administrator for the processing of donations and gift aid, and maintenance of the supporter database;
- Oversee Fundraising Officer's administrative management of AFCF.

Personnel management:

The Director will:

- Manage Cecily's Fund staff and volunteers effectively, including performance management, delegating authority where appropriate;
- Give regular supervision to staff members;
- Ensure that yearly appraisals are conducted for all staff and that staff develop skills to enhance their work through ongoing training;
- Manage and develop the staff team necessary to achieve our aims and objectives; agreeing short to medium-term goals;
- Take overall responsibility for recruiting new staff when necessary;
- Liaise with our employment law representatives on all employment law matters, such as developing contracts and updating policies and the staff handbook.

Key Deliverables in the first year:

- 3-5 year strategic business plan in line with Cecily's Fund's vision, mission and values.
- Three-year fundraising strategy for January 2011 onwards.
- New funding partnerships established with Trusts and Foundations.
- Increase in longer-term funding commitments secured.
- High quality proposals developed with partners and submitted to one or more of Comic Relief, DFID and the Big Lottery.

Person Specification

Cecily's Fund Director Vacancy

Essential	Desirable
<p>Education</p> <ul style="list-style-type: none"> ➤ A good first degree or equivalent in a relevant discipline (preferably humanities, economics, politics, sociology); 	<p>Education</p> <ul style="list-style-type: none"> ➤ Masters qualification in social sciences, economics, or other relevant field
<p>Experience</p> <ul style="list-style-type: none"> ➤ Knowledge and experience in working with local partners in developing countries: identification, appraisal, capacity building and monitoring; ➤ At least five years experience of programme management and development, some of which should have been gained overseas; ➤ Proven experience of strategic management and the development of strategic plans; ➤ Proven experience of the programme management cycle particularly monitoring and evaluation, as well as managing budgets, staff and funding – to include excellent people management skills and financial management skills; ➤ Proven experience of raising significant sums from trusts and foundations; ➤ Proven experience of successful fundraising from the major institutional donors; ➤ Experience of working in a small team; ➤ Experience in managing staff. 	<p>Experience</p> <ul style="list-style-type: none"> ➤ Experience of working in Zambia, southern Africa or in a related developing country context; ➤ Experience in managing children's programmes in an international context; ➤ Experience of managing volunteers; ➤ Knowledge and experience of using participatory tools and methodologies for programme identification, implementation, monitoring and evaluation; ➤ Experience of working in a similarly diverse role for a growing NGO; ➤ Experience of other areas of fundraising; ➤ Experience of fundraising directly from developing countries; ➤ Experience of fundraising in the USA.
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> ➤ Completely fluent in English; ➤ Knowledge of child protection issues; ➤ A strong and natural leader and proven leadership skills - drive, tenacity, decision-making, supporting motivation, delegation, taking charge where appropriate; ➤ A general breadth and depth of knowledge of the operation of an NGO; ➤ A mature understanding of the relevant issues; ➤ Analytical skills and the ability to think strategically; ➤ Ability to work with others to develop a vision and strategy, and to communicate this to and influence a wider audience; ➤ Strong prioritisation, time-management and problem-solving skills; ➤ Good written and verbal communication skills; ➤ Computer literacy – (Microsoft) word processing, spreadsheet, database, email and internet. 	<p>Knowledge and Skills</p> <ul style="list-style-type: none"> ➤ Knowledge of the charity commission and SORP requirements for NGOs; ➤ Knowledge of HIV issues; ➤ Public speaking skills; ➤ Knowledge of HR issues.
<p>Personal Qualities</p> <ul style="list-style-type: none"> ➤ Flexible, confident and able to fit in with a small team; ➤ Dynamic thinker who can take ideas forward; ➤ Able to work with people from different backgrounds in an open-minded manner; ➤ Committed to equitable development in the 	<p>Personal Qualities</p>

developing world; ➤ Good listener and communicator; ➤ Self-starter, able to work independently on many different subjects simultaneously; ➤ Willing to understand Cecily's Fund's background, and its ethos both a personal and a professional organisation; ➤ Tactful and diplomatic.	
Other ➤ Ability to travel overseas (not generally for more than six weeks in one year); ➤ Access to a car to travel to and from work; ➤ Willingness to work occasional evening and weekend work when required; ➤ Eligibility to work in the UK.	Other

Applicants must be eligible for employment in the United Kingdom and be willing to undergo a Criminal Records Bureau check as part of Cecily's Fund's Child Protection Policy.

If you would like to know more about this role, please call Caroline on 01993 869005 for an informal chat.

To apply, please email your CV, together with a covering letter explaining why you are interested in this role and Cecily's Fund and how you meet the person specification, to job@cecilysfund.org