



**EDUCATION, EMPOWERMENT AND ACCESS TO JUSTICE FOR WOMEN AND GIRLS**

## **Executive Director Job Description**

### **PURPOSE OF THIS JOB DESCRIPTION**

The primary role of this document is to ensure the Executive Director (ED) is clear about their role and to give detailed guidance about their responsibilities. This document also provides a basis upon which the ED will be accountable to the AdvocAid Board in terms of his/her overall role and ongoing performance, alongside their specific agreed annual deliverables.

### **RELATED DOCUMENTS**

In addition to the information provided in this Job Description, the ED will be guided in their work by the following documents and further plans/ strategies/adaptations, as agreed with the AdvocAid Board, based on the changing context and needs of AdvocAid's beneficiaries and stakeholders:

- AdvocAid current strategy;
- Annual organisation work plans and budgets;
- Donor funding contracts and agreements;
- AdvocAid Financial Manual;
- ED annual deliverables.

Terms and Conditions for the position are set out in the ED Contract.

### **OVERALL PURPOSE OF THE ROLE**

The ED will lead and oversee all aspects of AdvocAid's work in Sierra Leone. Key areas of responsibility include the day-to-day management of the organisation and the team, leading fundraising and the successful implementation of donor funded projects, supporting and developing AdvocAid's legal, research, advocacy and campaign work and being the voice and heart of AdvocAid both in Sierra Leone and internationally.

## SPECIFIC ROLES AND RESPONSIBILITIES:

### **Reporting, Supervision, Support and Development**

- Report directly to the AdvocAid Board of Directors.
- Send a short monthly update to the Board at the end of each month.
- Attend the Board Quarterly meetings via Skype and sends a quarterly narrative and financial reports (with the assistance of the Admin and Finance Officer) to the Board one week in advance of each meeting.
- Attend a quarterly supervision meeting with a specified Board Member (in person or via Skype), where performance is assessed against the job description and the ED's annual deliverables as agreed between the ED and the Board.
- Attend a monthly update call with the Board Chair or other Board member (in person or via Skype) where the ED can raise any concerns or ask for support on particular issues (these calls will be on a regular basis in the first 6 months of the ED's role and then as and when required by the Board and ED).
- Be supported to develop annual learning goals, in line with the work of the organisation, and will be supported to meet these goals as much as possible within the limits of the organisation's resources.

### **Organisation direction and oversight**

- Developing the organisation's strategy for input and approval by the Board.
- Designing, leading and managing operational activities in Sierra Leone according to this agreed strategy. This includes the preparation and implementation of annual work plans and budgets, following prior approval from the Board.
- Ensuring the organisation operates legally at all times in Sierra Leone and endeavors to uphold international best practice when implementing its activities so as to uphold the rule of law, protect the vulnerable and not bring the organisation into disrepute.
- Ensuring all properties and resources owned or rented by AdvocAid are properly maintained and managed to ensure AdvocAid's staff, interns, volunteers and beneficiaries are safe and AdvocAid is using its resources effectively.
- Overseeing of AdvocAid's finances, ensuring funds are safe and accounted for, through effective risk management and implementation of accounting checks and balances. The ED will ensure that all AdvocAid funds are used in the most effective way, through the establishment of good procurement practices, the prioritisation of value for money, and the oversight of proper planning and budget management. This includes: planning to ensure there are sufficient cash flow at all times to meet AdvocAid's financial commitments; undertaking financial planning and forecasting to ensure the organisation's reserves are maintained; ensuring the organization has sufficient planned income to cover appropriate staffing, administration and project costs.
- Ensuring good administration and record keeping across the organisation.
- Ensuring AdvocAid is audited annually (and recommendations acted upon) and records of audited accounts are maintained and shared in a timely manner with the Board and relevant stakeholders.
- Ensuring an annual report for the organization is produced and sent to Board by 15th January every year and a final draft is produced and circulated to stakeholders by the

end of January.

### **Programme and Advocacy Work**

- Designing new, primarily legal, project and programme ideas, which respond to the needs of AdvocAid's primary beneficiaries in holistically accessing justice.
- Overseeing the delivery of all project and programme work, including AdvocAid's core focus on access to legal services, providing technical support to staff where needed to ensure highly effective delivery.
- Designing and leading advocacy initiatives, which respond to the challenges women and girls face within the Sierra Leonean justice system.
- Ensuring effective monitoring and evaluation of all of AdvocAid's programme and advocacy work to gain learning and insight for the organisation, improve plans and programmes in the future and to enable effective communication of AdvocAid's impact to all relevant stakeholders.
- Attending relevant training/courses, as required and possible, to increase knowledge or skills in areas relevant to AdvocAid's work.

### **Staff Management and Development**

- Leading the recruitment of all needed AdvocAid staff, contractors, interns and volunteers.
- Supervising all direct line reports (staff, contractors, interns and volunteers). (This currently includes 1 Legal Officer, 2 Programme Officers, 1 Finance and Admin Officer and 1 Development Intern). This supervision includes supporting direct reports to develop annual deliverables and development goals and holding them to account for their performance.
- Supervising the wider team via direct line reports, including up country monitoring visits to monitor and support staff not based in Freetown.
- Holding weekly and monthly meetings, as appropriate, with team members individually and as a team to ensure performance across the team and support team members in their work and management of their direct reports.
- Building the capacity of the AdvocAid team through mentoring/coaching and other individual support to help the team realise their potential and achieve impact.

### **Resource Mobilisation**

- Developing and implementing, in conjunction with the staff and Board, an overall resource mobilisation plan for the organisation, which will include research and mapping of potential funders, donor relationship management and proposal writing.
- Leading the organisation's wider private donor funding and trust and foundation fundraising and relationship management through fundraising events and activities with the support of staff, the Board and AdvocAid supporters.
- Ensuring that all donor/grant funds received are used in line with donor contracts/agreements and that all reporting is submitted on time and of a high quality. The ED will copy the Board in when donor reports are sent on behalf of AdvocAid.

### **Communications**

- Develop and implement an annual communications plan, which includes all direct communications and outreach activities across AdvocAid's stakeholders to ensure they are informed and engaged.
- Oversee AdvocAid's website and social media activity as detailed in the communications plan.
- Develop and implement communications plans for all AdvocAid's programme and advocacy work, ensuring all media channels are effectively utilized, to communicate with the largest number of stakeholders, including ensuring AdvocAid's impact is communicated.

### **Partnership Development and Management**

- Network with relevant organisations both nationally and internationally to raise awareness of, and interest in, AdvocAid's work.
- Build and maintain positive relationships with future and existing partner organisations and government bodies in Sierra Leone and abroad.
- Collaborate in and/or co-ordinate activities between partner organizations and other civil society organisations which further AdvocAid's work.
- Represent AdvocAid at relevant external meetings and events.