



EDUCation, Empowerment and Access to Justice for Women and Girls

Executive Director Job Description

Purpose of this Job Description

This document sets out the roles and responsibilities of the Executive Director (ED). The board will assess the ED's performance against these roles and responsibilities, alongside the defined and agreed annual deliverables.

Related documents

The ED will also be guided in their work by the following documents and further strategies and plans as agreed with AdvocAid's board, based on the changing context and needs of AdvocAid's work and/or women and girls in conflict with the law:

- AdvocAid Strategic Plan (2016-2020);
- Donor funding contracts and agreements;
- Annual AdvocAid organisational budgets;
- ED's workplan and deliverables;
- AdvocAid policies and procedures as defined by the Finance Manual, HR Manual and Safeguarding Policy.

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: strategic leadership of AdvocAid; 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; organisational development, including reviewing and implementing policy and procedure; and being the voice and heart of AdvocAid both in Sierra Leone and internationally.

Specific Roles and Responsibilities:

i. Reporting, Supervision, Support and Development

The ED will:

- Report directly to the AdvocAid Board of Directors;

- Submit monthly reports to the Board;
- Attend a monthly supervision meeting with a specific Board Member, to assess progress and performance against the ED's annual deliverable and job description;
- Plan and attend quarterly full Board Meetings. This includes sending Board Meeting documents a week in advance: updates on actions from previous meetings, quarterly financial and narrative reports, and any other material as needed;
- Plan and attend scheduled Board Finance, Board Legal & Advocacy, Board Fundraising & Communications and Board Organisational Development meetings;
- Develop and update annual learning goals, in line with the work of the organization. The ED will be supported to meet these goals as much as possible within the limits of the organisation's resources.

ii. Organisation direction and oversight

The ED is responsible for:

- Developing the organisation's strategy for input and approval by the Board, in accordance with AdvocAid's mission to provide access to justice and holistic support to women and girls in conflict with the law;
- 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 in accordance with Sierra Leonean law at all times and endeavors to uphold international best practice when implementing its activities;
- 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 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 proper planning and budget management. This includes: planning to ensure there is 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 AdvocAid is audited annually, that recommendations from audit reports are acted upon, and records of audited accounts are maintained and shared in a timely manner with the Board and relevant stakeholders;
- Ensuring AdvocAid prepares an annual report and circulates this with relevant stakeholders;

- Ensuring good administration and record keeping across the organization.

iii. Programme and Advocacy Work

The ED is responsible for:

- Designing new 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, providing planning and 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.

iv. Staff Management and Development

The ED is responsible for:

- Leading the recruitment of all needed AdvocAid staff, contractors, interns and volunteers;
- Supervising all direct line reports. (This currently includes 1 Legal Officer, 1 Programme Manager, 1 Programme Officer, 1 Project Coordinator for EU SGBV project, 1 Finance and Admin Officer, 1 Monitoring, Evaluation, Accountability and Learning Officer, and 1 Development Associate). 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 based in Kenema and Makeni offices;
- Holding weekly meetings with direct line reports and monthly meetings with members of the senior management team, to ensure performance 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.

v. Fundraising and Business Development

The ED is responsible for:

- Identifying and approaching funders, which will include research and mapping of potential donors and donor relationship management;
- Preparing funding applications, including full proposal writing;

- Leading the organisation's wider efforts to fundraise, including managing corporate partnerships and organizing fundraising events and activities, with the support of staff, the Board and AdvocAid Ambassadors;
- Ensuring that all funds received are used in line with donor agreements and that all reporting is submitted on time and of a high quality.

vi. Communications

The ED will:

- 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.

vii. Partnership Development and Management

The ED will:

- Network with relevant organisations both nationally and internationally to raise awareness of, and interest in, AdvocAid's work;
- Build and maintain positive relationships with existing and future partner organisations and government bodies in Sierra Leone and abroad;
- Collaborate with 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.