

Job Description and Person Specification

Job Title: Executive Director

Location: Osmani Centre, Whitechapel, London (5 mins from Elizabeth line station)

Hours: 37.5 Hours per week (FT)

Salary: £60,000 – £73,000

Responsible to: Chair of the Board of Trustees

Responsible for: Overall delegated responsibility for Osmani Trust

The Executive Director (ED) will report to the Chair of the Board, and will have delegated accountability for the vision, strategic development, and direction of the charity to ensure continued growth and success. The ED will lead and inspire the Senior Management Team to plan, monitor, and deliver services effectively whilst implementing the highest standards of governance. They will represent the organisation externally and enhance our reputation and business developments with key stakeholders.

As the Executive Director of Osmani Trust, you will lead our organisation in supporting young people and the community to do extraordinary things. Your responsibilities will include:

Strategic leadership

- Developing and implementing annual plans aligned with our strategy, in collaboration with the Board of Trustees, to achieve desired outcomes.
- Maintaining efficient systems for the charity's operations, ensuring good governance and financial sustainability.
- Overseeing all aspects of organisational management including finances, resources, services, and communications, in cooperation with trustees.

Governance and organisational management

- Working closely with trustees to direct and deliver Osmani Trust's objectives according to the charity's strategy.
- Leading and supporting the OT team to fulfil objectives, emphasising service user needs, monitoring outcomes, and integrating learning into operations.
- Ensuring compliance with governance requirements, supporting board responsibilities, and contributing to trustee meetings and reporting.

Financial management and human resources

- Ensuring effective financial management, leading finance and project management teams to maintain controls, preparing reports, and managing spending within budget.
- Developing organisational structure and processes for positive people and service management, adhering to legislation and quality standards.
- Fostering a healthy working culture that encourages staff and volunteers to excel, contribute ideas, and embrace diversity.

Fundraising

- Developing and executing OT's fundraising strategy, exploring new avenues to diversify funding sources.
- Collaborating with OT's fundraiser to cultivate relationships with funders, submitting funding bids, and providing reporting.
- Focus on growing unrestricted funds to reduce reliance on grants.

Advocacy and influencing

- Cultivating strong relationships with stakeholders to amplify the impact of OT's work.
- Advocating for the needs of our service users to local authorities, GLA, Government, healthcare providers, and other relevant agencies.
- Maintaining an effective advice and advocacy service, meeting quality standards and regulatory requirements.

General duties

- Undertaking any other related duties as required and appropriate to the role.

Person specification

1. **Leadership and change management:** proven track record of leading a not-for-profit organisation or considerable senior level experience in another sector, driving strategic development, and managing change effectively.
2. **Project and programme management:** experience in creating and delivering complex projects aligned with strategic objectives.
3. **Fundraising expertise:** understanding of fundraising importance in the charitable sector, with a history of successful and innovative fundraising initiatives.
4. **Financial management:** track record of managing budgets and contracts effectively.
5. **Team leadership:** excellent people skills, with the ability to empower and motivate staff and volunteers to operate effectively.
6. **Partnership building:** strong ability to build partnerships, manage coalitions, and maintain positive relationships with stakeholders.
7. **Communication skills:** excellent communication and persuasion skills, including experience in public speaking.
8. **Analytical skills:** experience in complex report writing and data analysis.
9. **Cultural awareness and commitment to EDI:** a track record in promoting equality, diversity and inclusion, specifically in the context of working with Minority Ethnic Communities
10. **Governance knowledge:** understanding of governance principles in the voluntary or public sector.
11. **Safeguarding:** experience in leading on safeguarding and health and safety.
12. **Digital proficiency:** ability to harness digital tools so that roles are carried out efficiently and competently.
13. **Policy and advocacy:** experience in youth work, violence reduction, youth justice related policy or advocacy work.
14. **Commercial awareness:** experience in negotiating with statutory, local, or voluntary organisations/authorities.