**National Estates Church Network – Executive Director**

**Job description**

**Job requirements**

The Executive Director will be accountable to the NECN Board for all aspects of the strategic and operational management of the organisation, including

* Ensuring compliance with all relevant legal, statutory and regulatory responsibilities
* Ensuring regular meetings of the Board of Trustees, conducted in line with the Constitution, and attending trustee, work-stream and sub-committee meetings
* Delivering the strategic business plan, via agreed yearly workplans. The workplans will include measurable objectives which will form the basis of regular supervision meetings plus an annual appraisal, carried out with the Executive Director by the Chair.
* Preparing an annual budget for approval by the Board and managing the organisation within that budget, providing regular financial reports in consultation with the treasurer.
* Developing and maintaining governance and management policies for NECN in line with current legislation, best practice and Charity Commission guidance.
* Ensuring all record-keeping and reporting, including that for external bodies such as the Charity Commission and grant givers, is completed fully and on time
* Establishing and monitoring key indicators of NECN’s impact and financial health and reporting these regularly to the Board. In collaboration with the Finance and Funding Sub-Committee, to develop and implement a fundraising strategy.
* Building and maintaining relationships with stakeholders, to advance the organisation’s aims. Developing ways of eliciting the views of NECN’s stakeholders and beneficiaries and reporting these regularly to the Board
* Representing the organisation at internal and external events, responding to media requests for interviews, contributing appropriate written articles and fulfilling public speaking engagements.
* Maintaining awareness of risks and changes in the external environment that affect the organisation
* Recruiting, line managing and conducting regular supervision with NECN paid staff, ensuring that both NECN staff and volunteers remain briefed and focused on NECN’s aims, mission and development
* Overseeing the maintenance of the NECN website, wider social media and network/partner communications, ensuring both compliance with GDPR and the regular uploading and dispatch of relevant content.