

Place for Hope

Job Profile and Person Specification: Director

Place for Hope accompanies and equips people and faith communities so that all might reach their potential to be peacemakers who navigate conflict and change well. We are a charity founded and registered in Scotland, now working throughout the United Kingdom, with our roots in the Christian faith.

This job profile sets out the practical purpose and main elements of the job as well as identifying where lead responsibility lies. It is a guide to the nature and main duties of the job as they currently exist, acknowledging that, because we are a small organization, a degree of flexibility and collaboration in roles and duties is expected.

Job Title: Director

Reports to: The Board of Trustees of Place for Hope

Hours per week: 35. Flexibility and occasional attendance at evening and weekend events will be required

Location: Homeworking, with frequent travel throughout the UK.

About the role:

As a values-driven leader, the Director will provide strategic leadership and operational oversight to ensure the charity delivers its purpose with integrity, excellence, and care. They will be responsible for leading a diverse staff and volunteer team located across the UK, managing resources, driving income generation, and ensuring compliance with all legal and regulatory requirements. As the public face of the organisation, the Director will represent the charity to media, partners, and the wider community, building strong relationships to secure our impact and drive sustainability.

This is an exciting time to join Place for Hope. We are currently in our final year of the *Choosing Peace in times of fear and division* Strategy and the incoming Director will have the opportunity to help shape and finalise the development of the next 5-year strategy, ensuring Place for Hope is best fit for purpose for the future within the changing UK landscape for charities and faith communities.

Key Responsibilities:

Strategic Leadership

- Develop, implement, and monitor the charity's new 5-year strategic plan (2026 – 2031) in collaboration with the Board of Trustees, staff and volunteers.
- Lead the organisation and the team to achieve its objectives, ensuring alignment with its vision, purpose, strategy and values.
- Identify opportunities for growth, innovation, and partnerships to increase the charity's impact.

Income Generation and Financial Management

- Oversee the financial health of the organisation, ensuring effective budgeting, forecasting and resource management.
- Work with the Operations Manager and Finance and Funding Forum to implement the current funding strategy and develop and implement future funding strategies, identifying and securing diverse income streams (e.g. denominational and community partnerships, educational and theological institutions, appropriate grant funding).
- Work closely with the Training Manager, Operations Manager to approach identify, write, review and submit funding and partnership proposals.
- Work with the Operations Manager, Finance and Funding Forum, and Board to ensure delivery of annual accounts and financial reports.

Operational Management

- As part of a small team, the Director must be comfortable with direct involvement in all aspects of the organisation's operations.
- Provide inspirational leadership to staff and volunteers (Practitioners), ensuring a positive, values based and inclusive working culture.
- Direct Line Management currently of 5 Staff - Operations Manager, Communications, Client Care and Volunteer Manager, Training Manager, Programme Manager (Methodist Way of Peace), Programme Lead (Training and Reconciliation).
- Provide programme oversight for the Living Peace Partnership with the Church of Scotland.
- Oversee the day-to-day operations of the charity, ensuring effective delivery of partnership work and services.
- Be accountable for operational risk management and the maintenance of an up-to-date risk register.
- Monitor and evaluate the charity's services to ensure impact and effectiveness.
- Performing administrative tasks as necessary.

Stakeholder Engagement and Representation

- Act as the primary spokesperson for the charity, building its reputation and profile with faith groups and wider community and institutions.
- Build and maintain strong relationships with partners, funders and other stakeholders.
- Represent the charity at events, meetings, and conferences to promote its mission and increase awareness.
- Lead the Trustees, Staff and Volunteers in continuing to grow a community and culture rooted in and living out our values and the practice of faith-based conflict transformation.

Governance and Compliance

- Ensure the charity operates in accordance with its constitution, policies, and legal requirements.
- Provide the Board of Trustees with timely and accurate information to support effective governance and decision-making.

- Maintain high standards of accountability, safeguarding, and risk management across all aspects of the organisation.

Person Specification

This role requires a leader who is not only purpose-driven but also deeply values-driven, ensuring that Place for Hope's vision and purpose is reflected in every aspect of its work, from strategy to service delivery, creating transformational change for those individuals and groups with whom we work.

Essential Skills and Experience

- Proven leadership experience, ideally in the charity, public, or voluntary sector, with a commitment to values-driven leadership.
- Visionary leader with the ability to inspire and motivate others.
- Experience in developing and delivering strategic plans aligned with organisational values and goals.
- Understanding/experience of conflict transformation or mediation, including the issues and trends within the fields of conflict transformation and reconciliation.
- Strong track record in income generation, including through partnerships.
- Proven experience of working with different Christian denominations and in ecumenical and interfaith contexts.
- Awareness of and empathy for the needs of church and faith communities in regard to conflict transformation, and a passion for engaging with these issues and communities.
- Knowledge of governance and compliance requirements for charities.
- Exceptional interpersonal and communication skills, with the ability to inspire trust, engage diverse stakeholders, and advocate for the Place for Hope's vision and purpose.
- Strong financial management skills, including budgeting and resource allocation.
- Strong personnel management skills
- Dedication to building a positive culture in which the wellbeing of staff and volunteers is nurtured.
- Availability to travel throughout the UK for meetings and events.

Desirable Skills and Experience

- Experience working in a small organisation where leaders take on both strategic and operational responsibilities.
- Demonstrated experience of delivering high-quality training (including facilitation and mentoring) in peacemaking, conflict transformation, mediation and/or reconciliation (or related areas).
- Experience in raising the profile of an organisation through marketing and communications.
- Experience leading and pastorally caring for a remote-working, geographically dispersed team through common values and goals.
- Proven commitment to supporting and encouraging a reflective learning culture

Personal Attributes

- A values-driven, courageous and innovative leader with a passion for the charity's mission.
- Resilient, flexible and empathetic and able to navigate challenges with positivity and determination.
- A collaborative and compassionate approach to leadership, putting people and purpose at the heart of decision-making.
- Visionary and proactive, with the ability to inspire others to work towards shared goals.
- Passionate about the work, vision and ethos of Place for Hope.
- High levels of integrity, empathy, and commitment to inclusivity and equality.
- Please note that this role is only open to candidates with an existing right to work in the UK.
- In accordance with the Equality Act of 2010 and due to the nature and context of the role there is an 'occupational requirement' for the post holder to be of the Christian faith.

Additional Elements (for all staff)

The Values and Ethos expected of Place for Hope Staff members
ABILITY to work in a team and support one another, including deputising where necessary.
COMMITMENT to ongoing learning/Continuous Professional Development.
FLEXIBILITY in working hours, to include evenings and weekends where necessary; willingness to support all roles across the charity as necessary.
HOMEWORKING ability to work from home.
ABILITY to manage own administration, filing, reporting and financial accounting.
COMMITMENT to the underlying values articulated in our Charter

Benefits:

- 35 days of annual leave per annum (includes bank holidays)
- 8% Pension contribution (following successful 3-month probation period)
- Remote working with frequent travel throughout the UK

How to apply

To apply for this role, please complete and submit the following

1. Application form
2. Equal Opportunities form
3. Personal Details form

Please note that no CV or cover letters will be accepted as application.

Please email your application to Carolyn.merry@placeforhope.org.uk with the subject heading: Application for Director Role.

Timeline for recruitment

Applications need to be submitted by 10am on Thursday 5th June and shortlisting will take place over the following week.

Shortlisted candidates will be contacted and invited for interview, which will take place in the week commencing Monday 16th June 2025.

To discuss the role, please email the current Director, Carolyn Merry (Carolyn.merry@placeforhope.org.uk).