

Participation and the Practice of Rights (PPR)

Job Description

Job Title: Director

NJC Scale: NJC PO5 (£39,961 - £42,806)

Responsible to: Management Committee

Introduction: Participation and the Practice of Rights (PPR) is an organisation committed to realising equality and human rights. Supporting groups directly affected by socio-economic deprivation to campaign for change, PPR's participatory Human Rights Based Approach uses a combination of community organising, research, legal and policy work and campaigning.

Job Purpose: The Director will provide strategic leadership in the planning, implementation and monitoring of the work of PPR ensuring adherence to the mission, vision and values of the organisation. The postholder will lead the senior management team and report to the Management Committee and will have responsibility for representing the organisation, building strong and productive working relationships with internal and external stakeholders and ensuring continued organisational development.

Main Duties and Responsibilities:

1. Strategic Direction

- Provide vision and leadership and ensure PPR's philosophy and value base are promoted and maintained across the organisation and placed at the service of PPR's network.
- Be responsible for the development and delivery of a strategic plan and appropriate operational plans for PPR.
- Ensure that resources are available and developed in order to best meet the organisation's potential.

2. Monitoring and Evaluation

- Ensure processes are in place to monitor (on an ongoing basis) and evaluate PPR's work and its impact on affected groups.

3. Maintaining Standards

- Ensure that PPR's participative Human Rights Based approach is utilised and further developed.
- In conjunction with Assistant Director (Programmes), ensure work carried out is always to a high quality and consistent with national, regional and international human rights standards.

4. Governance and Statutory/Funder Compliance

- Report directly to the Management Committee on progress in implementation of agreed plans.
- Take ultimate responsibility (in conjunction with Assistant Director - Operations) for ensuring that PPR meets all of its legal, charitable, statutory and funder obligations.
- In conjunction with the Management Committee, ensure that an appropriate governance framework is in place and maintained at all times.

- Assist with the induction of new members of the Management Committee to ensure that their role is fully understood and their experience and inputs to PPR are maximised.
- Ensure the Management Committee are provided with timely relevant information at all times and kept informed of any possible risks to the organisation.

5. Sustainability and Organisational Development

Be responsible for the continued financial viability and growth of PPR which includes:

- Take ultimate responsibility for identification of new funding opportunities, building relationships with funders and preparation of funding applications.
- Liaise with existing funders including working with the SMT to finalise the preparation of applications for continuation funding.
- Undertake any other fundraising initiatives as may be agreed by the Management Committee.
- Ensure PPR develops as an organisation in a way that is consistent with its mission and values.

6. Representation, Collaboration and Developing Stakeholder Relationships

- Initiate, lead, and participate in external initiatives which promote the mission of PPR and further the aims of the groups campaigning for change on the issues they have identified.
- Promote the work of PPR by participating in local, national and international fora to further the understanding and validation of the objectives of the organization and the issues PPR's groups are working on.
- Ensure PPR is effectively represented at a strategic level in negotiating major funding, lobbying and organisational legal matters.
- Ensure that PPR develops and sustains effective and appropriate strategic relationships with other organisations in all sectors
- Ensure the organisation is presented in an appropriate and professional manner to its stakeholders.
- Ensure the development and implementation of a communications strategy for the organisation and take a leadership role in terms of key campaign messages and PR processes, representing the organisation in the media where appropriate.

7. Leadership/ Team Cohesion

- Line manage the Senior Management Team.
- With assistance of the Assistant Director- Operations, oversee the implementation of agreed human resources policies to ensure that PPR maintains a cohesive team where staff are clear about the work they are undertaking, and feel valued for their inputs.
- Provide insights, and act as a mentor to staff.
- Ensure that staff are involved and consulted on key decisions affecting PPR.

8. Miscellaneous

- Any other tasks deemed necessary by the Management Committee in fulfillment of the objectives of the organisation