



Eliminating Poverty through Education

EXECUTIVE DIRECTOR, SAIGON CHILDREN'S CHARITY JOB DESCRIPTION AND PERSON SPECIFICATION

SCC - ORGANISATION PROFILE

SCC is a UK registered charity working exclusively in Vietnam. The vision for SCC is to work towards the elimination of poverty in Vietnam through education. Our mission is that:

"SCC enables disadvantaged children in Vietnam to reach their full potential through receiving a quality education relevant to their needs."

Education is, we believe, the most lasting and effective way we can help children and their families to escape from the cycle of poverty and it represents a double investment – an investment in the children but also an investment in the future of Vietnam. SCC has built up a reputation as a strong and effective ngo. SCC builds schools where there are none or only the most basic provision; we provide scholarships and support to individual children from kindergarten to vocational training and third tier education; we work with children with a disability and support the development of the local Vietnamese organisations that support them.

Saigon Children's Charity is currently focused in Ho Chi Minh City and a number of rural provinces in the South of the country – especially in the Mekong Delta. We help by giving children an opportunity to approach adulthood with a good education, in good health and able to sustain themselves and their families. We currently support more than 3,000 children through our various programmes.

JOB DESCRIPTION

Job Purpose: The Executive Director is responsible for the successful leadership and management of the organisation according to the strategic direction set and agreed by the Board of Trustees.

Reports to: Directly to the Chairman of SCC's Trustee Board and the Board as a whole.

Overall structure: SCC is managed by the Trustees and the Director. The **Trustees** have legal responsibility to the Charity Commissioners of England and Wales for the overall operation of the Charity. They meet three or four times per year and, in 2014, are chaired by Mr Alain Cany who has a board of 7 additional trustees. One Trustee is based in the UK and one in Hong Kong with the other five being based in Ho Chi Minh City. They are unpaid.

The Trustees, with the Director, keep up to date the vision and objectives of SCC and each year approve the plan and financial budget for subsequent years. In accordance with their statutory responsibilities, they submit the charity accounts for scrutiny to a registered auditor and submit the Annual Report and Audited Accounts to the Charity Commissioners of England and Wales.

The **Director** is appointed by the Trustees and manages the Charity.

Primary Duties and Responsibilities

The Executive Director performs all of the following:

Leadership

- Participate with the Trustee Board in developing and maintaining the vision and strategic plan that guides SCC.
- Identify, assess, and inform the Trustee Board of internal and external issues that affect SCC.
- Act as a professional advisor to the Trustee Board on all aspects of SCC's activities.
- Foster effective team work between the Trustee Board and the Executive Director and between the Executive Director and staff.
- In addition to the Chairman of the Trustee Board, act as a spokesperson for the organisation.
- Conduct official correspondence on behalf of the Trustee Board as appropriate and jointly with the Board when appropriate.
- Represent the organisation at activities and with other organisations to enhance SCC's profile

Operational planning and management

- Develop an operational plan which incorporates proper oversight, goals and objectives that work towards the strategic direction of SCC
- Ensure that the operation of SCC meets the needs and expectations of the children and families SCC supports as well as the Trustee Board, Funders and other partners.
- Oversee the efficient and effective day-to-day operation of the organisation
- Draft policies for the approval of the Trustee Board and prepare procedures to implement the organisational policies; review existing policies on an annual or other-agreed basis and recommend changes to the Trustee Board as appropriate.
- Ensure that personnel, child, donor and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Trustee Board by preparing meeting agenda and supporting materials.

Program planning and management

- Oversee the planning, implementation and evaluation of all SCC programs and services.
- Ensure that the programs and services offered by SCC contribute to SCC's overall mission and reflect the priorities agreed with the Trustee Board.
- Monitor the day-to-day delivery of SCC's programs and services to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of any additional special projects.

Human resources planning and management

- Determine staffing requirements for SCC's full and proper management and program delivery
- Oversee the implementation of HR policies, procedures and practices including the development of job descriptions and contracts for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further SCC's mission
- Ensure that all staff receive proper orientation to SCC and that appropriate training is provided
- Maintain the performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance

Financial planning, management and fundraising

- Work with staff and the Trustee Board to prepare a comprehensive annual budget
- Work with the Trustee Board and others to secure adequate funding for the operation of SCC.
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organisation
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Trustee Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of SCC according to the approved budget and monitor the monthly cash flow.
- Provide the Board with comprehensive, regular quarterly reports on the revenues and expenditure of SCC.
- Ensure that SCC complies with all legislation and reporting requirements in Vietnam and in UK that might be applicable.

National and Local Authority relations

- Maintain good communication and dialogue with key governmental stakeholders such as VUFO and PACCOM as well as our Provincial and other local authority government partners. Reporting and meeting as required.
- Establish good working relationships and collaborative arrangements with other community groups, funders, politicians, and other organisations to help achieve the goals of SCC.

Risk management

- Identify and evaluate the risks to SCC's children and families as well as staff, management and volunteers; property; finances; goodwill, and image and implement measures to control identified risks.
- Ensure that the Trustee Board and SCC carries appropriate and adequate insurance coverage

Qualifications and Personal Specifications

Education

- University degree in a related field

Knowledge, skills and abilities

- Knowledge of leadership and management principles as they relate to non-profit/voluntary organisations
- Knowledge of British legislation applicable to voluntary sector organisations including: management good practice; employment standards; human rights; charity and finance law.
- Knowledge of community challenges and opportunities relating to the education of children.
- Knowledge of human resources management, financial and project management.

Experience

- 7 to 10 years of significant and progressive management experience in a voluntary sector organisation.
- A university degree or appropriate and relevant experience in an area related to SCC's work: Education, Community Development or Social Work.
- Experience working with major individual, corporate and institutional funders.
- Experience in marketing, business development, and managing and writing proposals.
- Demonstrable executive/managerial skills.
- Demonstrated ability to manage seven figure budgets, develop staff, and work with executive management on both short and long term strategic planning.
- An in-depth knowledge and understanding of the political, economic and social context in Vietnam, as well as experience working with national and local government agencies and authorities as well as schools and other professional organisations.
- Demonstrated capacity to effectively communicate via writing, public speaking and interpersonal interactions.
- Demonstrated ability to effectively interact with Trustee Boards, funders, community organisations, government officials, corporate executives, general public and staff.
- Excellent organisational, analytical and problem-solving skills.

Proficiency in the use of computers for:

- Word processing (SCC uses Microsoft – Word/Excel/Access etc.)
- Financial management (SCC uses Sun Systems)
- E-mail and Internet

Personal approach

The Executive Director should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that his/her own behaviour and the behaviour of others is consistent with these standards and aligns with the values of SCC.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.

- **Communicate Effectively:** Speak, listen and write in a clear, thorough, persuasive and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organisation and to create new opportunities.
- **Focus on child and community needs:** anticipate, understand, and respond to the needs of children (and staff) to meet or exceed their expectations within the parameters of SCC.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance SCC's effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of SCC.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of SCC.
- **Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move SCC forward, set goals, create and implement departmental and overall action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Working Conditions

- The Executive Director usually works within the office but the mission of SCC often requires extensive travel within Vietnam and elsewhere. The nature of the work means that these places are not always easy-to-reach or of a minimum standard quality.
- The Executive Director works, like other staff, a standard working week, but additionally will often work evenings, weekends, and overtime hours to accommodate activities such as networking events, oversees meetings, SCC's own events and other public events.