

# SURF CHIEF EXECUTIVE

## JOB DESCRIPTION

Job Title:	Chief Executive
Working hours:	40 hours a week (minimum)
Location:	Flexible but with travel required to London and Kigali
Salary Scale:	£50,000 - 60,000 (dependent on experience) and 6% contributory pension

### **Background Information:**

Survivors Fund (SURF) was founded by Mary Kayitesi Blewitt OBE, a British citizen of Rwandan origin. Mary lost over 50 members of her family in the genocide and helped establish the first survivors' organisations in Rwanda working for the Rwandan Ministry of Rehabilitation from July 1994. On her return to the UK in 1995 she began to support survivors through establishing SURF, registering the organisation in the UK as a charity and a company limited by guarantee. Mary was succeeded in 2009 by David Russell, who is stepping down from the post.

Survivors Fund (SURF) is rebuilding the lives of survivors of the Rwandan genocide. All our work is informed and underpinned by four guiding principles. SURF is:

- Committed over the long term to survivors and partners in Rwanda.
- Independent and flexible in its response to the priorities of survivors.
- Identifying activities to fund that are high impact and sustainable.
- Building the capacity of its partners to deliver programmes.

Holistic programmes are developed and delivered by our survivor-led partner organisations in Rwanda, which include AVEGA (Association of Widows of the Genocide) and AERG (Student's Association of Genocide Survivors), with technical support from the SURF Rwanda Office. Any one angle of assistance - be it medical, economic or social - would be an incomplete answer. Thus the programmes range from healthcare to house building, education to entrepreneurship. Programmes are funded principally by institutional donors, which currently include the UK Department for International Development, Comic Relief and the Big Lottery Fund.

April 2014 marks the 20th anniversary of the genocide against the Tutsi in Rwanda, and Survivors Fund (SURF) is working with our partner organisations as well as other international NGOs to advocate for an explicit form of restorative justice for survivors in the form of reparation.

### **Job Purpose:**

Working closely with the UK-based Board of Trustees to lead the development of Survivors Fund (SURF) in the UK and Rwanda, and in particular to coordinate and report on programmes and advocacy; develop new grant proposals and identify and secure funding for them; manage the communications of the organisation; develop and ensure delivery of the strategic plan; and to oversee the management of the ten-person SURF Rwanda office.

The job is an ideal opportunity for those that care passionately for the vulnerable and marginalised, in particular widows and orphans, and would relish the opportunity of sustaining and potentially scaling up the operations of an established high-impact international charity and its partner organisations, and in so doing to strengthen their experience in international development and make a critical difference to the lives of survivors of the Rwandan genocide.

### **Main duties and responsibilities:**

- **Advocacy:** Represent SURF at international conferences, represent the interests of survivors to UK government and external organisations, and coordinate political engagement in Rwanda
- **Auditing:** Lead the consolidated audit of organisational accounts, and ensure financial probity
- **Capacity-building:** Develop capacity of Rwanda and UK offices and staff, and advise on strengthening the work and processes of partner organisations
- **Communications:** Direct the development of the SURF website, with responsibility for all PR and marketing, and liaison with donors, supporters and volunteers
- **Corporate management:** Guide a bi-national management team in Rwanda and UK; coordinate meetings of Board of Trustees, ensuring they meet their governance and fiduciary duties
- **Education:** Present lectures at universities and talks at schools on the situation of survivors
- **Financial management:** Responsible for all organisational and programme budgets and expenditure (amounting to over £1 million in 2012)
- **Fundraising:** Accountable for all funding raised, and development of fundraising strategy
- **Grant making:** Solicit, evaluate and manage sub-grants to SURF's network of nine partner organisations in Rwanda, including development of innovative
- **Line Management:** Provide effective support and mentoring, as well as undertake staff appraisals and negotiate contracts, of a team of ten based in the SURF Rwanda office
- **Monitoring and evaluation:** Analysis of all SURF's programmes for donors and Board
- **Partnership:** Building and strengthening relationships with SURF's partner organisations, and developing and leading on joint ventures including advocacy work with REDRESS
- **Policy:** Develop organisational policies, as well publishing of policy and positioning papers
- **Project management:** Direct UK-based activities, such as commemoration events
- **Reporting:** Responsible for the reporting to donors on all programmes
- **Risk-management:** Assess and monitor risk of organisation, partners and programmes
- **Strategy:** Lead the development of strategic planning process of SURF, and support the strategic planning process of partners
- **Technical support:** Coordinate partners and staff to improve programme delivery

### **Person Specification**

*The Trustees are seeking to appoint a self-motivated individual with vision to lead the organisation.*

*The Chief Executive will have:*

1. **Education:** an undergraduate degree in any related discipline, ideally a postgraduate degree.
2. **Experience:** at least seven years' work experience, ideally in international development.
3. **Knowledge of:**
  - i) International development work in Africa
  - ii) Fundraising from donors in the UK
  - iii) Advocacy in the UK and internationally
  - iv) Reporting, both written and financial, to donors
  - v) Financial management of programmes and organisation

4. Skills:

- i) Proven leadership skills
- ii) Excellent communication skills, both written and oral
- iii) Ability to negotiate sensitively and diplomatically at all levels
- iv) Skills in enabling and facilitation work with colleagues and partners
- v) Expertise in major fundraising from institutional donors
- vi) Ability to set and meet targets and deadlines
- vii) Experience in ICT
- viii) Written and spoken French and/or Kinyarwanda would be an advantage

5. Personal qualities:

- i) Empathy with the purpose and values of SURF
- ii) Ability to work independently and on own initiative
- iii) An interest in and knowledge of the Rwanda genocide, and related issues

**Other information**

1. The post is likely to be based in London, or will require significant time in London (where five board meetings are convened each year), and will require extensive travel to Rwanda for at least two months over the course of each year and possibly longer.
2. The post-holder will be initially working individually with no office support in the UK, and as such must be comfortable working independently and undertaking as well some basic administrative work if required (such as filing, processing of payments, diary management).
3. The working hours are flexible and it is assumed that the post-holder will be prepared to work extra hours when required to meet deadlines. There is no payment for extra hours, and the post-holder is responsible for managing their own holiday time (an allocation of 30 calendar days per year), as appropriate and feasible for the organisation.

For further information, see [www.survivors-fund.org.uk](http://www.survivors-fund.org.uk)

**Application process**

Please submit a CV and Covering Letter (of no more than 1,000 words) by email to [survivorsfund@gmail.com](mailto:survivorsfund@gmail.com) addressing your interest and suitability for the position, in particular your experience in the following four areas: leadership, advocacy, development work and major grant fundraising. Deadline for applications is 6pm on Friday 21<sup>st</sup> June.

Shortlisted applicants will be notified by Wednesday 3<sup>rd</sup> July for interview in person in London that month (though skype/phone interviews will be considered). A decision will be expected to be taken by Friday 2<sup>nd</sup> August and a candidate in post to start ideally by Monday 4<sup>th</sup> November.

It will not be possible to answer all questions related to the position and application process individually, but if emailed to [survivorsfund@gmail.com](mailto:survivorsfund@gmail.com) by Friday 24<sup>th</sup> May, a response to all questions received will be posted online by Tuesday 28<sup>th</sup> May to: [www.survivors-fund.org.uk/get-involved/work-with-us/](http://www.survivors-fund.org.uk/get-involved/work-with-us/)