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| Job Title: | Director |
| Responsible to: | JFC Governing Committee |
| Hours: | 5 days (<i>or 4 days</i>) |
| Location: | London (<i>potential for some flexibility in working arrangements</i>) |
| Salary: | £60,000 (<i>or pro-rata equivalent</i>) |

About Justice for Colombia (JFC):

JFC is a British and Irish organisation set up and funded by the trade union movements in both countries to support Colombian civil society in its struggle for human rights, labour rights, peace and social justice.

JFC promotes links of solidarity between British and Irish trade unions and organisations in Colombia and gives a political voice internationally to Colombian activists through our work in the British, Irish and EU Parliaments.

JFC facilitates projects to provide direct support to organisations and communities.

About the Job:

Reporting to the JFC Governing Committee, the JFC Director will have responsibility for the management and leadership of JFC. The Director will be responsible for the day-to-day management of the organisation, for ensuring the implementation of activities in support of the organisation's agreed strategic aims (as determined together with the JFC Governing Committee), and for ensuring sound organisational governance.

Functions of the Role:

The JFC Director will have oversight of the organisation's political activities and operational functions. Specific responsibilities of the JFC Director will include implementation of JFC strategy, line management of staff, work-plan development, liaising with Colombian partners, overseeing the building and mobilising of Justice for Colombia supporter networks in the trade union movement and across the British and Irish parliaments (and the European Union where relevant), and management of finances and internal governance.



JOB DESCRIPTION

Committee Liaison

- Develop JFC organisational strategy together with JFC Governing Committee.
- Regular liaising with and reporting to the JFC Governing Committee.

Strategy Implementation

- Manage the development and delivery of relevant activities in line with JFC's political and strategic priorities.
- Oversee campaign and advocacy activities including with parliamentarians and trade union supporters and institutional contacts.
- Undertake public facing activities in representation of JFC.
- Oversee and manage high profile visitors and delegations from Colombia.
- Delegation oversight and management and oversee delegation follow-up.
- Manage the development, implementation and fundraising for projects offering direct support to organisations in Colombia.
- Oversee JFC public communications including JFC statements, online presence, campaign materials and advocacy actions.

Staff Management

- Line management of JFC staff.
- Develop and oversee the implementation of annual work priorities.
- Manage recruitment processes, "contractor" relationships, and general JFC staffing to ensure appropriate staffing and working conditions.

Stakeholder Management

- Ensure JFC maintains regular contact and relations with Colombian partners.
- Ensure JFC maintains regular contact and relations with parliamentary and trade union supporters in Britain and Ireland.
- Identify opportunities for developing new strategic relationships with parliamentarians and trade unionists in Britain, Ireland and the European Union.
- Maintain and build strategic relationships with Colombian organisations, congressional, government and institutional contacts.



Operations

- Responsible for ensuring overall sound governance of JFC.
- Managing external trade union funding and developing and implementing proposals to sustain and increase JFC affiliations and general funds.
- Management of the JFC budget including periodic reporting to the JFC Committee.
- Leading on ensuring operation of the JFC Governing Committee including convening periodic meetings.
- Overseeing compliance with obligations as part of registration with Companies House.

Additional Responsibilities

- In order to ensure the sound management of the organisation additional functions will be expected as and when necessary and in line with agreed strategic objectives.



PERSON SPECIFICATION

Essential Criteria

- Knowledge of key issues regarding the situation in Colombia relevant to the work of JFC.
- Fluent in English and Spanish.

Desirable Criteria

It is not essential to meet every one of the attributes laid out below, but successful candidates will be expected to meet most.

Experience and Knowledge

- Experience building and maintaining strategic relationships at a senior level, ideally with parliamentarians and trade unionists.
- Understanding of how to successfully build and engage supporter networks.
- Experience designing and implementing successful campaigns, ideally on international issues.
- Management experience, ideally at senior level.
- Knowledge of political landscape in Britain and Ireland and key considerations for successful advocacy.
- Knowledge of the British and/or Irish trade union movements.
- Experience working with the British and/or Irish trade union movements.
- Experience of engaging elected representatives and institutional bodies for advocacy purposes.
- Experience of managing and/or overseeing organisational budgets.
- Experience of fundraising.
- Experience working in the development and/or overseeing of financial projects with partner organisations.

Skills and Attributes

- Demonstrable leadership skills in terms of organisational strategy and person management.
- Confident public speaker.
- Highly organised in terms of task management and presentation of work.
- Excellent interpersonal skills.
- Demonstrable commitment to JFCs political aims.
- Commitment to key principles of the British and Irish trade union movements.



ADDITIONAL INFORMATION

- To apply please send a CV and Cover Letter (maximum 2 pages detailing how you meet the person specification criteria) to info@justiceforcolombia.org by end of Sunday 16 February.
- For any further questions or an informal conversation about the role, you can email Hasan Dodwell, JFC Director on hasan@justiceforcolombia.org.