

**Job title**

Managing Director

**Reporting to:**

The Board of Trustees / Directors

**Working pattern:**

12 months full-time contract, fully remote

**Direct reports:**

Communities and Communications Lead, Content Manager, Partnerships Lead, Volunteers

**Salary**

£30-35k pa

**Job description**

Opora is a charity helping Ukrainians fleeing the war rebuild their lives in the UK sustainably and for the long term. Opora helps tens of thousands of Ukrainians in the UK with information, advice and practical support to rebuild their lives in the UK, addressing employability, mental health, accommodation and financial needs. Opora adopts technology-led and entrepreneurial approaches to solving charitable problems for our beneficiaries.

The Managing Director will be responsible for furthering the objects of Opora and ensuring the successful delivery of Opora's charitable activities across all aspects of the Opora mission. The Managing Director will provide exceptional leadership to our staff, volunteers and represent Opora externally. The Managing Director will be overseeing all aspects of managing Opora's day-to-day activities, strategic growth, fundraising and regulatory / statutory reporting and financial management.

Opora is a very entrepreneurial and dynamic charity, focussed on technology-led solutions to achieve scale of our charitable activities and outcomes for our beneficiaries - the successful candidate will need to embody this approach and principles. We will consider all career backgrounds and candidates who can demonstrate the required skills, capacity and willingness to learn fast, problem-solve and discover innovative, technology-led solutions in support of our beneficiaries. This is a great opportunity for someone to step into a leadership role, act as an owner and help scale-up Opora's effort and impact.

**Main responsibilities**

- Overall leadership of Opora
  - Developing and implementing Opora strategies in conjunction with the Board of Trustees
  - Developing and implementing new and existing partnerships and funding initiatives
  - Pro-actively seeking and establishing opportunities to enhance and expand the impact of Opora's charitable activities

- Representing and promoting the organisation externally
  - Overseeing the day-to-day management of Opora, the Opora platform and online communities and supporting the team in delivery and development of charitable activities.
- Planning and development
  - In conjunction with the Board of Trustees, develop, implement and monitor the business and development plan, including the identification of new charitable projects and risks
  - Maintain an awareness of the context in which the charity is operating, including policy, legislation, commissioning, social trends and beneficiaries' needs (especially by proactively analysing Opora's online community engagement) and use these to develop and adapt the service and support local, national and cross government national policies
  - Translate organisational objectives into team and individual work plans with clear and realistic targets.
- Fundraising / income generation
  - Develop with the Board of Trustees, and implement, a diverse funding strategy and plan that underpins the sustainability of the organisation, and expands and diversifies the organisation's funding base
  - Ensure the funding plan is executed effectively through the development of appropriate services and projects that are attractive to funders
  - Develop and implement an efficient and effective bid identification and writing process that yields sustainable funding to support strategic service development
  - Present all funding opportunities to the Board for confirmation of fit with the organisation's requirements
- External affairs and public relations
  - Maintain and develop strong, effective networks and relationships in communities across the UK, with stakeholders, partners, funders and potential funders, local government, beneficiaries and within the wider community, voluntary and special enterprise sector
  - Promote and protect the aims, principles, policies, interests and reputation of the Opora, developing the profile through appropriate publicity, media and marketing activities, including public speaking, presentations and use of social media
  - Identify and develop partnership opportunities and work effectively with other organisations and consortia, where appropriate
  - Liaise with the Home Office and other Departments and contribute to their work at regional and national levels, where appropriate.
- Supporting the Board of Trustees
  - Arrange and attend meetings of the Board of Trustees, including sub committees, working groups, the annual general meeting and any special general meetings
  - Advise the Board of Trustees on financial, staffing and operational issues and on compliance with the Opora policies and Charity Commission guidance and

- relevant legislation, company and charity law, health and safety, employment, etc
  - Report to the Board of Trustees on progress against the business plan and agreed objectives
  - Prepare and draft Opora annual report.
- Financial management
  - Ensure day-to-day financial control of the charitable activities within budget agreed by the Board of Trustees
  - Ensure that all finances are properly administered and monitored, and that appropriate financial regulations and controls are in place and in use at all times
  - Prepare and review detailed budgets for approval by the Board of Trustees in conjunction with Trustees and / or appropriate sub-committee, accountants auditors
  - Ensure regular management reports are made to the Board of Trustees on income, expenditure and any variations from budgets
  - Oversee the correct preparation of accounts and financial statements in conjunction with Trustees, accountants and auditors
  - Ensure that all financial reporting obligations are met in relation to submissions for funding; grant aid, contracts and any other initiatives.
- Staff and volunteer management
  - Ensure and promote a positive, flexible and inclusive workplace where everyone is passionate about supporting Opora's beneficiaries
  - Ensure that the very best people management practices exist throughout the whole employee/volunteer lifecycle
  - Ensure that a comprehensive trustee/staff/volunteer strategy and annual plan is developed and put in place, to include effective recruitment, training development, and performance management
  - In accordance with the Opora organisational procedures, assist the Board of Trustees in implementing and monitoring employment policies and procedures

### **Experience and skills**

- Fluent English *required*; Ukrainian or Russian *preferred*
- Ability to work independently and with minimal supervision in a very entrepreneurial, fully-remote working environment *required*
- Ability to communicate clearly and effectively, both orally and in writing, to represent Opora to the community, its stakeholders and partners *required*
- Ability to manage competing priorities and dynamically prioritise workload, ensuring all ongoing and project tasks are completed on time *required*
- Demonstrable knowledge charity governance, general management best practice *required*
- An entrepreneurial mindset, with outstanding organisational, leadership and community-building skills *required*
- Prior fundraising experience from donors, grants, trusts in a small charity *preferred*

- Experience in working with vulnerable groups and beneficiaries, strong knowledge of safeguarding best practice both online and offline *preferred*

