

## **SIGBI DIRECTOR OF PROGRAMME**

The Director of Programme is expected to have a good understanding of the organisation across the Federation and at International level.

### **PURPOSE AND ROLE**

To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To lead and direct the SIGBI Programme activities.

To lead the SIGBI Programme Action Team and the Federation Programme Action Committee to complete the objectives relating to Programme within SIGBI's Strategic Plan.

### **KEY TASKS**

1. Act as a Director of SIGBI Limited and make an effective contribution as part of the Board. Duties to include:
  - Contribute to the SIGBI Strategic Plan.
  - Submit reports to Board meetings.
  - Attend and participate in Board meetings (both face to face and electronic).
  - Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.
2. Create a Work Plan to manage the programme activities within SIGBI.
3. With the support of the SIGBI Programme Team advise on the programme activities within SIGBI.
4. Ensure the Programme Action Standing Committee (FPAT) functions in accordance with the Terms of Reference.
5. Contribute to effective communications through timely submission of articles and information via all communications media in use by SIGBI.
6. Chair the SIGBI Programme Action Committee.
7. Manage the Programme budget and ensure it remains on target.
8. Act as a Trustee for the Diamond Education Grant (DEG) and Emergency Relief Fund (ERF).
9. Attend UN events as agreed by the Board.
10. In conjunction with the Executive Officer prepare the four-yearly report in support of SIGBI's ECOSOC status.
11. Have oversight of the SIGBI Project during its three-year term.
12. Respond to queries and clarify issues relating to Programme within SIGBI.
13. Contribute effectively to the work of Soroptimist International by representing SIGBI on any Committees/Working Groups as requested.
14. Monitor trends in relevant and emerging women's global issues and bring it to the attention of the Board, Programme Team and Programme Action Chairmen and members, as appropriate.
15. Make recommendations for redefining or altering the agreed Programme Focus in response to important emerging global issues.

## **SIGBI DIRECTOR OF PROGRAMME**

### **Essential Skills**

Demonstrate evidence of:

- working at a management level within private, the public or charitable sectors;
- excellent written and verbal communication skills and use of IT;
- contributing to a strategic plan and implementing work/operational plans;
- the ability to think both creatively and strategically;
- good leadership skills;
- knowledge of policy and advocacy work in the voluntary sector;
- a track record of working on projects/programmes in issues relating predominantly to women and girls.

### **Desirable Experience**

Experience of:

working on a Board/Committee;

chairing meetings;

project management.

Good working knowledge of technology.

### **METHOD OF APPOINTMENT/ELECTION**

An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing.

Candidates will be expected to demonstrate their experience/expertise in line with the essential and desirable criteria outlined in this Role Specification.

Candidates will be required to submit a two-minute video, outlining their statement of intent for the role of Director of Programme.

Candidates will be interviewed by a Panel (to be created by the Board of SIGBI Limited). Those candidates who clearly demonstrate the appropriate skills and knowledge related to the post will go forward on a ballot paper for voting by Clubs.

Unsuccessful candidates will be notified by the Chairman of the Panel of the reasons why they were unsuccessful, based on feedback from the Panel.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a re-appointment/election for a further two years to serve a maximum of four years.

The Director takes office at the beginning of the Federation year, following the election, currently October of each year. On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

## **SIGBI DIRECTOR OF PROGRAMME**

### **REMOVAL FROM OFFICE**

Where a SIGBI Director of Programme is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Director of Programme being notified of her removal from office.

### **RIGHT OF APPEAL**

The SIGBI Director of Programme has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Director of Programme's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Director of Programme removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form, and in accordance with the SIGBI Expenses Policy.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI Programme Action Committee and SIGBI General meetings (as appropriate) will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.