

# Director Candidate Information Pack

August 2020





## Contents

A welcome from our Chair .....	3
St Francis Leprosy Guild - Background to the charity .....	5
Context to the appointment .....	6
Job Description.....	7
Person Specification .....	8
Terms and Conditions.....	9
How to apply .....	10



## A Welcome from **Michael Forbes Smith,** **Chair**

### **I AM DELIGHTED THAT YOU WOULD LIKE TO EXPLORE THE POSSIBILITY OF BECOMING THE DIRECTOR OF THE ST FRANCIS LEPROSY GUILD.**

Since 2017, the St Francis Leprosy Guild has begun an exciting and invigorating new pilgrimage to become the flagship of Britain's Roman Catholic community in our joint endeavour to create a leprosy-free world.

Our vision "Compassion in Action, Sustaining Life and Hope" is at the heart of all that we do and wish to achieve.

As Chair I look forward to hearing your ideas and aspirations for the Guild and to explore whether you might be the person to help us drive forward the charity's potential and ambitions. I hope this pack will give you much of the information you need to help you decide whether to take this application forward. The contact details for the St Francis Leprosy Guild and for Action Planning (who are helping us with this process) are below. Do please let us know if there is anything else that you'd like to know.

A handwritten signature in black ink that reads "Michael Forbes Smith". The signature is written in a cursive, flowing style.

**Michael Forbes Smith KHS,**  
**Chair, St Francis Leprosy Guild**



## ST FRANCIS LEPROSY GUILD - BACKGROUND TO THE CHARITY



The work of St Francis Leprosy Guild has changed very significantly in recent years, in response to global changes in the treatment of leprosy. The development of successful multi-drug therapy has meant that more and more people have access to the drugs that will halt leprosy. More than 16 million people have been successfully treated.

However, leprosy has not been beaten—yet. By the year 2000 the number of new cases had reduced to around 200,000 each year. But the rate of reduction has levelled off to about the same level each year since then. St Francis Leprosy Guild is committed to supporting the World Health Organisation’s strategy of “Accelerating towards a leprosy-free world”, in a campaign to end leprosy one community at a time. The challenge today is to reach out to detect cases of leprosy where and when they emerge, so that transmission of the disease can be prevented. Successful outreach to detect new cases means training local primary health care workers in leprosy detection and treatment.

The Guild may be a small organisation, but as the leading Catholic charity working in this field we are having a significant impact. The outreach projects that we have been able to support were involved in detecting nearly 2% of the world’s new cases of leprosy last year alone. An end to leprosy is tantalisingly in sight and the Guild is determined to play a part.

Our mission is to contribute to the alleviation of the suffering caused by leprosy throughout the world, by encouraging and enabling Catholics to embrace leprosy sufferers and meet their needs, following the example of St Francis.



## CONTEXT TO THE APPOINTMENT



In late 2017 SFLG undertook a thorough strategic review, which in due course led to the appointment of Kieran Kettleton as the charity's first Director (officially 0.4 FTE but effectively pretty much full time).

Since then, Kieran has been working closely with the Board to reconfigure the Guild around a new strategy that is focused less on recurring 'maintenance grants' to projects, and more on outreach projects that contribute to the goal of ending leprosy.

SFLG has reconstituted as a CIO, introduced safeguarding policies for all overseas partners to sign up to, and instigated a successful donor recruitment campaign that has almost tripled the number of active donors. A new database and donation processing system has been introduced, and a new grants software programme has been acquired to administer overseas grants applications and distribution. The charity has also begun a parliamentary advocacy programme.

Within the coming months the charity will relocate from its present offices in West London, probably to one of the 'charity hubs' around the Capital. It is very likely that the new Director will have a significant say in the choosing the final location.

Kieran has informed the Trustees that he wishes to retire—ideally by the end of 2020. Action Planning (who carried out the original strategic review and introduced Kieran to the charity) has been asked to recruit his successor.

Whoever takes on the Director role will be joining an exciting organisation with serious growth potential, at a significant moment in its development.



## JOB DESCRIPTION



### PURPOSE OF THE JOB

- Develop and deliver the strategic aims of SFLG to ensure its continuing sustainability, growth and success in achieving the end of leprosy one community at a time
- Act as a persuasive advocate to the Catholic community at Parish and Diocesan levels
- Ensure that the charity is well administered and meets its governance responsibilities

### PRINCIPAL TASKS

The Director will report to the Chair of Trustees and will be responsible for the following tasks:

#### LEADERSHIP

- Provide leadership to SFLG and take responsibility for the effective delivery of its strategic objectives
- Ensure that at all times SFLG and its trustees operate within statutory and charitable requirements and guidelines.
- As agreed with the Chair of Trustees, develop policy proposals for discussion and decision by trustees

#### STRATEGIC AND OPERATIONAL MANAGEMENT

- Lead the development and implementation of strategic goals, objectives and financial plans to meet both the short term and long term strategic aspirations of SFLG
- Manage SFLG effectively, including day-to-day financial management and budget preparation, introducing and maintaining effective controls and risk management and appraisal to ensure income and expenditure are appropriately balanced
- Lead the development and implementation of the fundraising plan in conjunction with external support
- Lead, manage and support staff through regular 1 to 1 meetings and annual appraisals [Currently the Guild employs, in addition to the Director, an Administrator (0.8 FTE) and a Finance Officer (0.4 FTE)]

### FUNDRAISING AND INCOME GENERATION

- Lead and manage the fundraising effort based on the 2017 Strategic Plan in order to carry forward the objects of the charity
- Develop and implement action plans, including the outsourcing of fundraising to external agencies as necessary to recruit and maintain a wider supporter base
- Develop the funding SFLG receives from existing sources and constantly seek to develop new funding streams
- Build relationships with supporters from individuals to dioceses, trusts etc, and develop and build relationships with new partners, supporters, potential donors to maximise opportunities for income generation

#### PROMOTION OF SFLG

- Manage a communications strategy for SFLG including all forms of media
- Represent SFLG in public fora, develop and maintain effective networks with all existing and potential supporters

## PERSON SPECIFICATION



Our Director will help us seek out ways of spending our money wisely, in particular through support for active case finding projects. The Director will have a good grasp of WHO policy priorities in this field, or the ability quickly to develop that knowledge base.

Whilst the Director will also have the necessary skills to oversee and manage staff and/or agencies carrying out fundraising activities, we are not expecting the Director to be a skilled fundraiser themselves. They will, however, be required to represent the Guild through speaking engagements etc.

Key Areas	Essential	Desirable
Education / qualifications	At least A level or equivalent (if applicant has significant relevant experience)	Degree or further education achievement  Qualification linked to voluntary sector
Technical Skills / Training	Financial literacy Fundraising experience Project management experience Good communications skills both oral and written Good computer skills	Evidence of continual learning/ CPD  Evidence of published written work on relevant subjects
Experience / knowledge	At least 3 years experience working with the voluntary sector Knowledge of voluntary sector at both policy/strategic level and delivery Demonstrable management experience Experience of overseas development work in the voluntary and/or government sectors, especially in the field of Health Sensitive to and knowledgeable about the Roman Catholic Church Proven work record demonstrating self-starting, ability to work in a focussed way without direction Good financial management skills, including leading and managing budgets.	Have worked with or alongside a small charity, or a larger charity with a Roman Catholic ethos.  Experience of being a trustee
Qualities / Strengths / Skills	Good relationship building, particularly within the Roman Catholic church. Ability to manage budgets, meeting goals within cost constraints. Good organisational delivery skills.	
Attitude and Approach	Positive, proactive, able to bring her/his team with her/him Demonstrable willingness to be hands on whatever the task High level of probity both professional and personal	
Personal circumstances	Sensitive to the Catholic church's traditions and teachings Readiness to be flexible on working hours with appropriate TOIL arrangements	In good standing with the Roman Catholic Church

## TERMS AND CONDITIONS



### **REPORTING TO**

Chair of Trustees

### **LOCATION:**

Principally working from home with use of a shared London hub. (Currently there is an office available at 73 St Charles Square, London W10 6EJ, although this location is being reviewed.)

### **HOURS:**

We are offering this job on a full time basis, but we would be open to considering a part time option.

### **SALARY:**

£50,000pa, or pro-rata

### **ANNUAL LEAVE:**

20 days, or pro-rata, plus bank holidays

### **PROBATION PERIOD:**

6 months

## HOW TO APPLY



### The closing date for applications is 5<sup>th</sup> October 2020

Applications should be sent by email to:  
[Hayley.Mcdonald@actionplanning.co.uk](mailto:Hayley.Mcdonald@actionplanning.co.uk)

Please enclose:

- A full CV, including educational and professional qualifications, full employment history showing the more significant positions, responsibilities held, relevant achievements, budget and staff responsibilities. Please include details of your latest remuneration and benefits.
- A covering letter, of no more than two pages in total, summarising your proven ability to address the areas set out in the Job
- A completed Personal Details Form – available on the Action Planning website at [www.actionplanning.co.uk/jobs-board](http://www.actionplanning.co.uk/jobs-board)

If you have any questions about this post, please address them in the first instance to  
[david.saint@actionplanning.co.uk](mailto:david.saint@actionplanning.co.uk)

All applications will be treated as confidential.

### ST FRANCIS LEPROSY GUILD

73 St Charles Square,  
London W10 6EJ

[www.stfrancisleprosy.org](http://www.stfrancisleprosy.org)

Registered charity number 1188749

### RECRUITMENT CONSULTANT

David Saint,  
Action Planning, 99 Ashurst Road,  
Tadworth, KT20 5EY

[david.saint@actionplanning.co.uk](mailto:david.saint@actionplanning.co.uk)

