

Role Description

Job title: Head of MAF Scotland

Date written: 01 November 2018

Accountable to: Head of Fundraising, MAF UK

Purpose of the job: To provide strategic leadership of the work of MAF UK in Scotland. This will include the ongoing delivery of the national strategy to raise the awareness and profile of MAF UK in Scotland in order to increase prayer support, recruitment and donated income.

Key responsibilities:

1. Delivery of the national strategy in Scotland to engage supporters, churches and key contacts in order to increase prayer support, overseas recruitment and donated income. This will include evaluating its effectiveness and updating and developing it accordingly.
2. Develop, maintain and grow relationships with key groups such as senior church leaders, INGO's, Scottish Government, Charities, and other contacts able to act in an advisory or ambassadorial manner.
3. Lead the team of staff and volunteers in order to provide a high-quality service to supporters, Church and other organisations, that embrace the values and beliefs of MAF.
4. Overseeing the implementation of the UK Church Engagement Strategy as the foundation for the growth of Church partnerships.
5. Work in conjunction with the Head of Fundraising and the Head of Communications and Branding to deliver an integrated communications and Fundraising programme.
6. Represent MAF Scotland through various speaking engagements at key events.
7. Work with the Volunteer Manager to oversee the growth and quality of the MAF volunteer organisation in Scotland.
8. To work collaboratively and harmoniously with all other MAF UK teams helping processes and procedures to work efficiently and effectively.
9. Negotiate, prepare and manage the department budget to ensure efficient use of resources.
10. Work with the Major Donor Team to develop opportunities with High Net Worth Individuals and Trusts.

Dimension and Limits of Authority:

- Responsible for annual planning in accordance with the MAF UK strategic plan.
- Expenditure up to agreed budget.
- Responsible for managing the team and conducting regular 'Catch Ups' and Personal Development Reviews according to MAF standards and practice.
- Decision making within agreed parameters.
- Responsible for adherence to legislation and good practice principles in all areas of responsibility.

Tasks common to all Team Leaders:

1. Role modelling of organisational values and beliefs - to contribute to the shared spiritual life of the MAF UK team as a unique Christian charity. This will include encouragement of team members to attend, participate and lead in times of Biblical reflection and regular corporate prayer meetings.
2. To lead and manage team members to ensure objectives are met through support, performance management and development.
3. To participate in planning in accordance with the MAF UK strategic plan and as outworked through matrix programme and project teams.
4. To support team members to participate in matrix programme and project teams, contributing skills and expertise to required timescales from the appropriate programme leader.
5. To keep line manager informed of all relevant and timely information.
6. At all times comply with statutory requirements for handling personal and sensitive data in a confidential manner and ensure that good personal data handling practices are developed, reviewed and encouraged
7. To manage own priorities, workload and development.
8. To abide at all times by the Safeguarding and Conduct Policies, and all other MAF UK policies provided on the Intranet.
9. For SLT or staff expected to travel overseas outside of Europe as part of your job role - frequent travellers outside of Europe (i.e. more than 1 trip per year) will be required to attend a bi-annual medical at an approved provider e.g. Thrive.

Christian values, beliefs and ethos of MAF UK:

As an evangelical Christian mission, MAF UK is seeking those who share in the values and beliefs of the organisation, as described in the mission, purpose, values and beliefs statements. All staff will be required to support and actively demonstrate the Christian values of the organisation and to take part in organisation activities such as staff meetings, prayer meetings, and away days.

Head of MAF Scotland - Management Level		
	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> ▪ Educated to degree or equivalent standard 	<ul style="list-style-type: none"> ▪ Management or marketing qualification ▪ Post graduate qualification in volunteer management or charity fundraising, or marketing
Experience	<ul style="list-style-type: none"> ▪ Proven experience in a senior management role including strategic planning, people and financial management ▪ Experience of marketing of an organisation ▪ Proven ability to represent an organisation and developing awareness of it through communication with a variety of people, groups and organisations ▪ Experience of developing and managing communications ▪ Proven experience of leading a team ▪ Understanding of national church, social and cultural context 	<ul style="list-style-type: none"> ▪ Experience of voluntary sector management ▪ Institutional Government fundraising experience ▪ Experience of fundraising
Skills/Abilities	<ul style="list-style-type: none"> ▪ Thorough, up to date knowledge and understanding of the broad Scottish church constituency and politics within Scotland. ▪ Ability to communicate clearly, assertively and diplomatically at all levels both in one to one and group settings ▪ Able to plan and work strategically ▪ Ability to influence at all levels in order to work effectively within a complex stakeholder organisation ▪ Excellent ability to supervise, motivate and envision team members Willingness and ability to work within organisational guidelines and to corporate objectives 	<ul style="list-style-type: none"> ▪ Understanding the principles of volunteer management
Skills/Abilities continued	<ul style="list-style-type: none"> ▪ Capable of initiating and developing relationships at all levels with diverse groups of people ▪ Budget preparation and control ▪ Self-starter ▪ Good interpersonal skills ▪ Listening skills ▪ Clear thinker and communicator 	



Mission Aviation Fellowship UK

Personal Qualities	<ul style="list-style-type: none"> ▪ Committed and mature evangelical Christian, able to demonstrate understanding and acceptance of the Statement of Faith and willing to proactively take part in MAF events and meetings e.g. prayer meetings, away days etc. Able to describe these beliefs and values to others so as to represent MAF as a Christian mission organisation ▪ Emotional resourcefulness ▪ Flexibility towards others and circumstances ▪ Service orientation 	
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Brief summary of Terms and Conditions

Job Title: Head of MAF Scotland

Location: MAF UK, Challenge House, 29 Canal Street, Glasgow, G4 0AD.

Working Hours: Office open officially from 9.00 to 5.30pm (9-4pm on Friday). Hours to be agreed according to flexible working policy.

For external supporters the office is open from 09:00 to 17:00 including Friday when cover should be provided by the relevant teams.

Terms:

- As a senior appointment at least 36 hours but in addition those required to achieve the agreed responsibilities, with 1 hour for lunch daily unpaid per week. Hours should be agreed with line manager.
- Flexibility will be required for working additional hours and travel to meet business needs or for travel or meetings/events etc on weekends.
- Annual leave entitlement of 22 days per year plus the Christmas/New Year office closure and 8 paid public holidays per year.
- Non-contributory pension scheme (10%) salary.

Probationary and notice period:

- 6-month probation period with a mid-point 3-month review
- 3-month notice period