



## **Job Description for Executive Director of Theatre for a Change**

### **Background**

Theatre for a Change is a registered charity in the UK, and has been established for 17 years, growing from a single country grassroots NGO to operating in 11 countries both as the implementing agency and in partnership with larger international NGOs. We have become a respected brand with international funders, global INGOs and within the local community in which work is delivered.

The current Executive Director is the founder of the organisation, and heads up the UK team and line manages the Leadership Team in Malawi.

The UK team is a small and high functioning team consisting of the Finance Director, Head of Grants, New Partnerships Programme Manager and Accountant. The Board of Trustees is an active and supportive group of highly committed individuals from a range of professional backgrounds.

Theatre for a Change Malawi has 40 members of staff and is a separate entity that was established in 2007 with an active and engaged Board of Directors.

### **Purpose of the Post**

Reporting to Board of Trustees, the Executive Director is responsible for the organisation's execution of our vision and mission, and strategic objectives as identified in our strategy for future development and growth, and annual business plan.

The Executive Director holds the leadership role and accountability for performance and governance across all operations, and leads on the development of strategic partnerships.

The ED has overall responsibility for achieving the highest levels of organisational efficiency and effectiveness, ensuring that operations remain appropriate and relevant to circumstances in the countries of operation, the needs of marginalised and vulnerable women and girls, and the aims and objectives of the charity.



## Major Responsibilities

### 1. Leadership and Stewardship

- Embody and deliver the organisation's mission and values.
- Lead on the development and implementation of the 5 year strategic plan, and the annual Business Plan, setting targets, policy and future direction for the organisation.
- Ensuring strategies, approaches, and teams are effective in delivering the Vision, Mission and Values of the organisation, the Strategic Objectives and the Outcomes of the projects in the field.
- Identify and build strong strategic relationships with partners and donors.
- Ensure all policies are updated, compliant with best practice and delivered throughout the work of the organisation.
- Act as Safeguarding Lead in the UK, and ensure that all programmes have effective procedures for protecting vulnerable adults and children.

### 2. Management and Programmes

Line Management of:

- Malawi Leadership team – close management and development of the Malawi team achieved through constant virtual management, coupled with in country presence several times annually. Ensure programmes are aligned to organisational strategy in Malawi, and that the management and leadership capacity of the organisation is strongly developed to deliver the programmes with maximum impact.
- UK Head of Grants, Finance Director and New Partnerships Programme Manager. Support the development of new donors, partnerships and new initiatives globally. Support the development of the Women of Dignity Alliance in Ghana.

### 3. Financial

- Responsible for recommending financial strategies and targets, while leading and overseeing income generation, including securing grants and funding in line with growth targets agreed annually with the Trustees.
- Responsible for appointment of TfaC UK financial agencies (including accountancies/ auditors) with Trustee approval, and management of these

functions to achieve all related financial support requirements of the organisation.

- Ensuring all funding is appropriately allocated and accounted for in accordance with the highest standards of governance, the aims of the charity and the decisions of its Trustees. This includes direct approval/ authorisation of transfers to partner organisations in Malawi and Ghana.
- Ensuring all appropriate financial and contractual controls and reporting meet charity commission and donor requirements and are maintained to the highest standards across all areas of operation.

#### 4. Innovation & Methodology development

- Lead on consolidating and innovating in line with Theatre for a Change's unique methodology<sup>1</sup>, to continue to capitalise on its USP.
- Lead on the development of new scaleup strategies: Government Partnerships and Statutory Funding; Franchising; Academic Partnerships and Accreditation; Private Sector Partnerships.
- Ensure that Monitoring, Evaluation and Learning best practices are fed through the organisation and within each country of operation.
- Develop new opportunities for research, which result in the publication of Theatre for a Change's work in national and international fora.

#### 5. Representation and Partnership

- Represent and promote Theatre for a Change including building strategic partnerships with media outlets.
- Oversee and develop Theatre for a Change's relationships with existing partners and develop new partnerships which extend our work in line with our mission.
- Deepen and refine all aspects of communications with a multifaceted approach from web presence to external relations to ensure the organisation's name and interface with stakeholders is impactfully representing its vision, mission with the goal of creating an ever stronger brand.

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<sup>1</sup> See <https://www.tfacafrica.com/methodology/>



### Person Specification:

- Passionate commitment to delivering the mission of the organisation, and an outstanding ability to lead on delivering its values;
- At least 10 years of senior management experience within an international development context; track record of effectively leading and regionally and/or nationally scaling a performance and outcomes-based organization and staff;
- Track record in leading creativity and innovation that build and strengthen an organisation's methodology and USP;
- Strong fundraising, operations, marketing, public relations experience with the talent for engaging a wide range of stakeholders and cultures;
- Ability to develop and operationalise strategies that have taken an organisation to the next stage of growth;
- Unwavering commitment to quality programs and data-driven program evaluation;
- Excellence in organisational management with the ability to coach and develop staff, manage and develop high-performance teams, set and achieve strategic objectives, and financial management of programmes and budgets;
- Past success working with a Board of Trustees and key stakeholders, with the ability to cultivate existing and new key relationships;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, adaptable, with an innovative approach to business planning;
- Outstanding ability to work effectively in collaboration with diverse groups of people across different contexts and cultures.

### Details:

This position is UK based, with international travel expected. We will consider applications from those that require visa sponsorship to live in the UK.

Salary £55,000 per annum - full time permanent contract.