

EDEN CREATION CARE INITIATIVE (Eden) JOB DESCRIPTION

Job Title:	National Coordinator
Grade:	Director
Location:	
Reporting To:	Chair of Board of Directors
Key Contacts:	Eden Management Team
	Eden Board Directors
	A Rocha International
	Donor organizations

Purpose of position:

The National Coordinator provides strategic leadership to Eden and leads the management team so as to achieve the organization's vision, mission and objectives as laid down by the Board of Directors. Together with the Chair, they enable the Board of Directors to fulfil its duties and responsibilities for the proper governance of Eden and ensure that the Board receives timely advice and appropriate information on all relevant matters.

The National Coordinator is expected to carry out the following key responsibilities and duties personally or oversee their execution through other staff:

Strategic Leadership:

1. Ensure, in partnership with the Board Chair, that the Directors (Board Members) set the vision, mission, and strategic objectives and priorities for Eden and that there is a common understanding of these by staff and all relevant stakeholders.
2. Develop, in partnership with the Board of Directors, long-term strategies for the organization within the vision, mission and objectives of Eden; and develop the work of the organization, ensuring that business, operational and annual plans are developed, agreed and implemented.
3. Monitor and review long-term strategies on a regular basis and report regularly to the Board of Directors on progress towards the strategic priorities; and have regular one-to-one meetings with the Board Chair to discuss progress and problems, agree expectations of each other, and plan the Board's annual programme, ensuring relevance of meeting agendas.
4. Ensure that any major risks to which the organization is exposed have been reviewed and systems have been established to mitigate them.
5. In partnership with the Board Chair, regularly review Eden's governance structure and ensure it is appropriate to an organization of its size/complexity, stage of development and its Charitable Objects.
6. Ensure that the staff understand and support the governance role of the Board of Directors; assist with the Board's assessment of its performance and development of its policies; and, alongside the Board Chair, ensure that the Board's agenda allows it to focus on its governance role.

Organizational Leadership:

1. Provide leadership to Eden (management team, staff and volunteers) and ensure that it has an appropriate management structure and robust systems in order to fulfil its strategic objectives and to carry out its work effectively and efficiently.
2. Ensure that management policies and decisions support the agreed vision, mission, values, philosophy and strategic priorities of Eden, that these are fair and consistently

implemented, and that the staff are focused on achieving the organization's vision, mission and strategic priorities.

3. Foster good communications within Eden and externally, especially with A Rocha International, A Rocha National Organizations and donors.
4. Ensure that Eden is aware of best practice and that it constantly works to achieve this within the constraints laid down by the Board Directors and resources available.
5. Develop an organization that is constantly seeking ways to learn and to improve its performance; identify appropriate methods for monitoring performance; and report back to the Board Directors on the performance against its strategic, business, operational and annual plans, and against the annual budget, as approved by the Board.
6. Develop and maintain an environment that attracts, retains and motivates good quality staff; and ensure that the recruitment, management, training and development of staff are directed towards achieving the Charitable Objects and reflect good employment practice.
7. Be responsible overall for the financial health of the organization and ensure that appropriate financial and auditing systems are in place in order to guard its assets, to run the organization efficiently and effectively, and to monitor and control all financial and other assets.
8. Ensure that Eden fulfils all its legal, statutory and regulatory responsibilities.
9. Ensure that the Board receives sufficient and timely information and advice in order to make informed decisions.
10. Assist the Board Chair in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option of Board Directors and future Board Chairs; and work closely with the Board to ensure that it embodies the requisite skills to govern the organization well, that it has access to relevant external professional advice and expertise, and that Board members receive appropriate induction, advice and training.

External Representation, Networking and Advocacy:

1. Set up mechanisms for listening to the views of current and future beneficiaries and key stakeholders on Eden's performance, as well as on areas for future development.
2. In close consultation with the Board Chair, agree respective roles in representing the organization and acting as spokesperson at public functions, public meetings and to the press/media.
3. Develop, as appropriate, Eden's public profile and foster good relationships with government, statutory, voluntary and private bodies.
4. Review the external environment for changes that may affect Eden, advise the Board accordingly and take necessary action.
5. Assist and support the organization with major fundraising opportunities.

Spiritual Leadership:

1. To set Christian standards in the working environment and to lead by example.
2. To lead or participate in prayer and biblical reflection sessions with staff.
3. To be committed to working and living in accordance with the organization's Values and Christian beliefs.
4. Maintain own spiritual development and relationship with God, for example through individual prayer and reflection days.

Staff Security, Safety and Health:

1. Responsible for and have the requisite security authority over all Eden staff and visitors.

2. Responsible for developing and maintaining a robust country security plan and for reviewing Safety in Travel plans.
3. Provides A Rocha International and other key stakeholders with information on key country security issues.
4. Oversees the health and safety of Eden staff.
5. Required to draft and implement a Health and Safety Policy relating to areas such as fire safety, accommodation and vehicles.
6. Ensures that health and safety incidents are reported and logged appropriately.

Expected Outcomes:

- Organizational strategies and underpinning budgets prepared and submitted to Board directors on time and in the agreed format.
- Management Team recruited and in post.
- Realistic and sustainable fundraising plans in place.
- Efficiency, effectiveness, impact and organizational learning are embedded in resource management and risk mitigation.
- Programs assessed for best practice and catalogued.
- Associated Projects trialled and assessed.
- The organization is supported to prepare and monitor strategic work plans.
- Appropriate and sufficient teams, functions, systems and procedures established and developed.
- Close and supportive relationships, especially with A Rocha International and external donors

Eden National Coordinator - Person Specification

<i>Essential</i>	<i>Desirable</i>
<p>Qualifications</p> <ul style="list-style-type: none"> • A First Degree 	<ul style="list-style-type: none"> • A First Degree in Environmental Sciences, Development Management, Business Management or related areas. • A Master's Degree • Project Management qualifications
<p>Experience, Knowledge</p> <ul style="list-style-type: none"> • A minimum of 5 years of work experience in leadership and/or management roles • Resources management (e.g. Finance, Human Resources, ICT) • Experience in planning, monitoring and evaluation, including the preparation of budgets and use of logical frameworks • Experience of partnering with networks and donor organizations • Project funding and fundraising experience working with various donors (statutory, multilaterals, trusts, foundations and individuals) • Cross-cultural experience/sensitivity • Effective management of meetings and staff development activities 	<ul style="list-style-type: none"> • Understanding of nature conservation, environmental issues, International Development and Creation Care theology • Management of Christian charitable organizations • Experience in designing, implementing and managing environmental conservation and/or community development projects funded by external donors • Understanding of church and community mobilization • Organizational capacity development
<p>Abilities - aptitudes & skills</p> <ul style="list-style-type: none"> • Leadership in delivering agreed outcomes and outputs • Effective manager of people and resources • Ability to plan strategically • Ability to engage and motivate a wide range of stakeholders • Innovative vision • Ability to manage change and risks • Ability to multi-task and manage multiple simultaneous projects • Ability to produce high quality project progress reports, updates and project funding proposals for various audiences • Excellent written and spoken English • Ability to empower staff and delegate 	<ul style="list-style-type: none"> • Experience of supporting and accounting to Directors • Able to communicate in regional languages • Understanding of health, safety and security of staff

<p>tasks and responsibilities</p> <ul style="list-style-type: none"> • Ability to work in a team environment • Good interpersonal skills • Availability to travel to project locations and attend meetings in other parts of the country, sometimes at short notice, and work some evenings/weekends • Experience with computer systems, including Microsoft Word, Excel and PowerPoint 	
<p>Personal qualities</p> <ul style="list-style-type: none"> • Committed to Eden’s Biblical values • Christian maturity and spiritual insight • Active member of a local church • Ability to provide leadership in international, diverse and sometimes culturally traditional settings 	<ul style="list-style-type: none"> • Track-record of creativity and pioneering
<p>Health</p> <ul style="list-style-type: none"> • Good health and attendance record 	