



Job description: Assistant Director

Position:	Assistant Director
Report to:	Director
Responsible for:	Staff and volunteers
Salary:	45+ depending on experience

Overall aim of position

To meet the targets of Empowering the Vision as set by the Director. Under overall supervision of the Director, lead, motivate, manage and work with the existing small team to implement the organization's range of programmes and ongoing work.

Key Tasks:

Office supervision

- Under the supervision of the Director, have overall responsibility for the smooth and effective day-to-day running of ENVISION office
- Working with Director and office staff, set out internal office schedule and deadlines
- Working with Director and office staff, set-out external events schedule, managing logistics and invitations
- Ensure staff commitment to work deadlines
- Be first point of call for staff issues and queries

Programmes

- Working with the Director, initiate, design and oversee implementation of new programmes
- Writing and editing reports including annual report
- Develop due processes to effectively monitor, evaluate and analyse ENVISION s programmes, when necessary
- Working with the Director to draft concept notes and set-out programme budgets
- Where appropriate, delegate programme implementation and facilitation to members of staff, ensuring adequate advise and support is given

General

- Liaise with external agencies (e.g. solicitors, accountants, landlords etc.).
- Research linkages, pro bono trainings, internships and other opportunities to expand and develop ENVISION's work
- Attend events on behalf of ENVISION to develop and build networks, following up on appropriate contacts
- Edit contents for ENVISION website and social media