



# JOB DESCRIPTION

## Managing Director

### About Bridges for Communities

Bridges for Communities is a Bristol-based charity that connects people of different cultures and faiths, enabling them to build friendships, grow in their understanding of one another and live well together.

Bridges was founded in 2010 by Dan and Karen Green. While living in the Middle East, they recognised a pressing need for young people from diverse backgrounds to connect, learn from one another and consequently transform their perceptions. This belief in the value of interaction between people from different communities, and in its potential to reduce prejudice and intolerance, has remained at the heart of everything Bridges has done since.

Bridges has now evolved and grown to run a wide range of projects and activities, including ones that bring people together around food, music, language or faith. With Dan moving on and the charity in a strong position regarding its impact, operations, finances and culture, we are very excited to find a collaborative, compassionate, energetic and strategic new Managing Director to lead the organisation into its next phase.

### Purpose of Role

As Managing Director, you will provide strategic direction for the charity, employing a collaborative leadership style to ensure that the achievement of the charity's vision and objectives is supported by an engaged and culturally healthy staff team. You will ensure the projects are run in-line with our policies, legal requirements, and budgets, with an overarching understanding of the charity's finances and fundraising. You will also be a figurehead for the organisation, effectively networking, partnering and influencing across sectors. Lastly, but most importantly, you will be passionate about the transformative power of connection across division, and how the projects we create serve this core purpose.

# Job Summary

The Managing Director's responsibilities include, but are not limited to:

## Strategic Vision & Leadership

- Lead the development of our next 3-year strategy that helps to realise Bridges' vision for a more cohesive society
- Provide direction and oversight for our nine projects: Peace Feast, School Linking, Listening Spaces, Befriend, Resettlement Support, Walk With Me, Cultural Awareness Training, Stitching Together, RefuLingua
- Identify opportunities for growth and increased impact across projects and communities
- Do so in alignment with Bridges' values.

## Team Management, Development & Culture

- Lead, inspire and manage a team of 12 part-time staff, 10 freelance co-trainers and language tutors, and 100+ volunteers
- Provide line-management, with the opportunity to restructure staff hierarchies if needed
- Foster a healthy culture, prioritising the job satisfaction, wellbeing and professional development of team members
- Ensure effective HR processes including recruitment, employment contracts, performance reviews, and compliance with employment law.

## Fundraising & Financial Oversight

- Strategically oversee the charity's income generation and strengthen long term sustainability
- Oversee the charity's financial position and forecast, ensuring financial controls are adhered to and reporting is carried out in time
- Ensure projects are delivered within budget and are financially sustainable.

## Communications & Advocacy

- Ensure effective communication with staff, volunteers, beneficiaries, trustees, donors and the general public
- Act as a spokesperson for the charity, relating to beneficiaries, funders, partners, the media and communities
- Build and maintain strong partnerships with community groups, local authorities, networks, and cross sector organisations
- Advocate for more cohesive, inclusive communities, contributing to increased public and policy conversations where appropriate.

## Performance Evaluation

- Ensure accurate record-keeping in accordance with Data Protection regulations and other relevant legal standards
- Continue to improve the systems for monitoring project effectiveness and impact measurement
- Ensure strategic planning and project development is based on monitoring, evaluation and learning.

## **Governance, Risk & Compliance**

- Work closely with the Board of Trustees, providing operational reports and strategic insight
- Ensure that the charity's activities and programmes are carried out in-line with legal requirements and best practice, including in the areas of Safeguarding, Health & Safety, Risk Management, Data Protection, Financial Controls etc.
- Ensure policies and procedures are understood, followed by staff and volunteers, and are regularly reviewed to ensure that they are fit for purpose and up to date.

## **Person Specification**

### **Values & Characteristics**

*Beliefs, principles and behaviours that align with Bridges' vision, culture and way of working.*

- Demonstrable commitment to social cohesion and the people who have been marginalised, faced prejudice and/or are seeking sanctuary (Essential)
- Compassionate leader, that cares deeply about supporting and developing staff (Essential)
- An autonomous self-starter that can manage their time, take the initiative and be decisive (Essential)
- Problem solver, willing to try new things and get things done (Essential)
- A resilient and adaptable mindset, comfortable at navigating uncertainty and change (Essential)
- Committed to fostering collaborative relationships with key partners and stakeholders (Essential).

### **Skills, Experience & Competencies**

*Technical and soft skills, and key capabilities*

- Strong track record of leading, managing and evaluating a charity or a variety of projects (Essential)
- Managing, supporting and developing staff (Essential)
- Experience of generating income (e.g. grants, donations, contracts / other earned income streams) (Essential)
- Financial literacy, including understanding budgets, forecasts and financial controls (Essential)
- Strong verbal and written communication in English (Essential)
- Influencing, partnering and networking skills across diverse communities and sectors including local government (Desirable)
- Public speaking, capable of representing Bridges' to partners, funders and media (Desirable)
- Experience of working in diverse communities in social cohesion and / or integration of refugees and asylum seekers (Desirable)
- Competence in safeguarding practice and risk management (Desirable)
- Comfortable with digital tools for communication, project planning (Desirable).

## **Knowledge & Understanding**

*The key contexts relevant to Bridges' work.*

- Understanding of the UK charity sector and Charity Commission requirements (Essential)
- Understanding of how community cohesion, inter-cultural contact, and integration theory inform practice (Desirable)
- Understanding of the challenges and benefits of working in a multicultural and multilingual environment (Desirable)
- Understanding of marginalisation and prejudice based on culture, race, class or religion (Desirable)
- Awareness of the barriers faced by refugees, asylum seekers, and / or migrant communities (Desirable).