



Hospice Care Kenya

Job Description and Person Specification

Revised September 2021

Role:	Director
Hours:	8 Hours per week – with potential for additional hours
Holiday entitlement:	Four weeks per annum, pro rata, and all Public Holidays in England
Accountable to:	Trustees, through the Chair of HCK
Location:	No fixed office space. Working from home, meetings in London
Salary:	£30,000 per annum pro-rata

About Hospice Care Kenya

Hospice Care Kenya is a registered UK charity raising funds in the UK to support the development and delivery of community based palliative care in Kenya in response to specific funding requests from the hospices.

Our annual income is around £100,0000.

Full details of our work can be found on the HCK website.

<https://www.hospicecarekenya.com/>

Role summary:

1. Support and develop the strategic role of HCK, working with the trustees to build the effectiveness of the charity in support of its core aims.
2. Manage all finance functions of HCK.
3. Act as *Company Secretary* and ensure HCK compliance with all governance and legal requirements.
4. Contribute to fundraising work to deliver the charity objectives.
5. Support the delivery of the grant making policy and oversee the grant making process including the monitoring and reporting of grants made.
6. Oversee management of HCK office processes.

Main responsibilities will include:

Leadership

Work with the Chair and trustees to develop strategic plans, and ensure progress against the plans, on an annual basis.

Fundraising

1. Manage and support the fundraiser to deliver the fundraising strategy.
2. Support the development/contribute to newsletters and fundraising literature.
2. Record and bank all donations, recover tax on Gift Aid donations.

Grant Making

1. Manage and support the delivery of the grant making strategy and the monitoring of grants.
2. Make all grant payments to recipients in Kenya.

Communication with the Chair and Trustees

1. Regular communication and meetings with the chair of HCK to ensure efficient organisational working.
2. Update Trustees on all major issues which arise between meetings.
3. Produce and circulate to trustees a monthly Finance report reporting progress against budget.
4. Prepare and send agendas and supporting papers for trustee meetings one week in advance.
5. Prepare and distribute minutes of trustee meetings by two weeks after such meetings.
6. Update Trustees on any new governance requirements.

Governance and Finance

1. Maintain accounting system.
2. Maintain salary, PAYE and Pension records and make monthly returns.
3. Make all necessary payments.
4. Prepare the annual budgets and strategic forecasts.
5. Update the management accounts on a monthly basis and produce the year end accounts.
6. Liaise with the Independent Examiner and file annual return to the Charity Commission.
7. Develop and update all necessary charity policies to ensure compliance with legal and governance requirements.

Personnel

Recruit and supervise volunteers or other staff as required.

This job description is not an exhaustive list of duties, but is intended to reflect the range of duties the post holder will perform. The post holder will therefore be expected to undertake work which is not specifically covered in the job description. The job description will be regularly reviewed and may be changed in consultation with the post holder.

Person Specification: Essential Knowledge, Skills, Experience and Attributes		
<ul style="list-style-type: none"> • Excellent written and oral communication skills • Experience in developing strategy for an organisation • Accountancy skills. • Experience of writing successful Trust fundraising applications • Understanding of Charity Governance requirements • Competency with Microsoft Office • Self-starter able to work on own initiative 		

Person Specification: Desirable Knowledge, Skills, Experience and Attributes		
<ul style="list-style-type: none"> • Use of Word Press for websites • Experience of relationship management and donor development • Experience of using a fundraising database • Knowledge of Kenya • Understanding of Palliative Care and the Hospice Sector. 		