



ANBU UK TEAM Profiles

Job Title	Director
Reports to	Board of Trustees
Budget Responsibility	Up to £20,000.00
Line Management Responsibility	Currently up to 13 individuals
<p>ANBU UK Aim</p> <p>ANBU UK envisions a future where Tamil people who have been impacted by childhood sexual abuse are able to access the support they require. We aim to provide a space to heal whilst supporting individual and social transformation.</p>	
<p>ANBU UK Approach</p> <ul style="list-style-type: none"> ● Connect with Tamil people that have been impacted by childhood sexual abuse, supporting the healing process and providing a platform to be heard. Connecting with the wider Tamil community through structured outreach to create awareness and open dialogue on childhood sexual abuse. ● Create resources and provide holistic support material to empower survivors using in-house expertise. Explore innovative ways of reaching communities and capacity building using traditional and non-traditional approaches by providing information, advice, toolkits and supporting therapeutic groups. ● Community Engaging with existing partners in the community complementing current activities and enhancing messaging integrating ANBU principles, so together we can strengthen the Tamil community to enable active participation in the healing process. ● Compassion Underlying in all our work is to act with compassion and empathy. We aim to provide a supportive space where survivors are believed, listened to and have access to support. 	
<p>Job Purpose</p> <p>To provide overall leadership for ANBU UK including:</p> <ul style="list-style-type: none"> ● Overall accountability of the organisation ● Oversight and leadership ● Strategy setting ● Relationship management (with ANBU Canada team, UK local authorities, organisations and community leads) ● Being responsible for the setup of organisational processes ● Setting key priorities for ANBU UK aligned with the 5 year strategic plan ● Achieving vision whilst maintaining best practice within the Tamil community <p>Leadership 40%</p> <ul style="list-style-type: none"> ● Providing firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and pursuing its objectives as defined in its governing document. ● Develop and deliver effective annual operational plans (approved by the Board of Trustees) in the context of the ANBU UK's strategic plan and vision. ● Provide the secretarial role for the Charity, ensuring it meets all legal and statutory requirements with the Charity Commission and complies with its governing document and any other relevant legislation or regulations. ● Develop ANBU UK annual report at the end of each year (31st March), incorporating contributions from the Board of Trustees, and submission to the Charity Commission. ● Keep the voice of survivors and ANBU UK volunteers at the heart of the organisation's work and vision. ● Set the vision and culture for providing excellent volunteer and supporter care, strong and effective communication, high volunteer and supporter retention and acquisition of new volunteers / supporters/ influencers. ● Ensure that the Charity's values and policies are relevant, fair and consistently implemented. 	



- To lead in arranging meetings with the Core team, Leadership Team, Board of Trustees and ANBU Canada team on a regular basis, responding to any challenges in a timely manner.
- To safeguard the good name and values of the organisation.
- To represent the organisation at events, meetings, training and conferences as appropriate.

Activity oversight 35%

- Support with ANBU UK activity, reviewing presentations, social media posts, scripts or proposals (unless otherwise agreed with other leads), scrutinising any official papers, leading discussions, focusing on key issues, and providing advice and guidance requested on new initiatives, or other issues relevant to the area of the organisation's work.
- To keep informed about the activities of the organisation and wider issues which affect its work, gathering updates on a regular basis, reviewing, delegating, or reassigning activity as appropriate.
- To lead and/ or participate in debriefs before and after outreach, events and other opportunities brought to ANBU UK.
- To be fully informed before attending meetings and ensure pre-meeting papers have been read.
- To participate in other tasks as they arise from time to time, such as interviewing new staff, helping with social media.
- To ensure the effective and efficient administration of the organisation, including liaising with the HR coordinator.

Management support 15%

- Be responsible for all volunteers ensuring best practice is adhered to and safeguarding is prioritised.
- Ensure that ANBU UK has an appropriate and effective volunteer structure and systems to fulfil its short and long-term objectives and carry out its work effectively, with all volunteers understanding their role and accountabilities.
- Ensure effective recruitment, management, training, and development of volunteers.
- Develop and maintain an environment that attracts, retains and motivates good quality volunteers, constantly seeking ways to learn and improve performance.
- Safeguarding team welfare, as a trauma-formed team with survivors in the volunteer group.
- Regularly check-in with members of the Leadership team, ensuring regular Peer Supervision and Safeguarding Meetings.
- Ensure the delivery of reflective sessions and any other team support initiatives with suitable professionals (as and when required).
- Deal with any conflicts and disagreements with compassion and seek suitable middle ground using restorative justice approaches when appropriate.
- Ensure the team is fully DBS cleared and abide by ANBU UK policies, including its equalities and diversity policy.

Financial and risk management 10%

- To ensure the financial stability of the organisation.
- Ensure effective cash management in the context of budgets, forecasts and reserves policy approved by the Board of Trustees.
- To protect and manage the property of the organisation and to ensure the proper investment and close scrutiny of the organisation's funds.
- Ensure grant funds are spent properly, efficiently and on time.
- Support fundraising activity including grant applications and negotiations.
- Ensure that the major risks to which the Charity is exposed are understood, regularly reviewed and have systems in place to mitigate these risks via ANBU risk register.
- Review year-end financial reports with the Treasurer.

Person profile

- Act with integrity and compassion, with a strong focus on driving these core values within the ANBU UK team in our work with communities
- Have a willingness to devote the necessary time and effort to their duties.
- Show strategic vision.
- Have good, independent judgement.



- Have an ability to think creatively, initiating and implementing new ideas.
- Show willingness to speak their mind.
- Have an ability to work effectively as a member of a team.
- Ideally be able to utilise existing networks within the Tamil community to further ANBU UK's reach