Job Advert: Executive Director Religions for Peace UK

**Job Title**: Executive Director

**Location**: mostly online work and some on-site project work

**Reports To**: The Chair of the Board of Trustees

**Salary:** £50,000 per annum pro rata for a 4-day work week, salary commensurate with experience.

**Contract Type**: Fixed-term contract (1 year) with potential to extend.

**Job Summary:**

The Executive Director is the key management leader of Religions for Peace UK. Responsible for overseeing the operation, finances, programmes, workers and volunteers. The Executive Director will drive strategic planning of the organisation and work to ensure the charity's mission is effectively implemented and sustained. Other key duties include fundraising, marketing, community outreach, and building strong partnerships with stakeholders.

**Key Responsibilities:**

Leadership and Strategy:

- Provide visionary leadership to the organisation, aligning activities with RfPUK's mission and goals.

- Work with the Board of Directors to develop and implement the strategic plan.

- Foster a positive, inclusive, and collaborative organisational culture.

Operations and Administration

- Oversee daily operation, ensuring effective and efficient use of resources.

- Ensure compliance with all legal, regulatory, and funding requirements.

- Develop and implement required policies and necessary procedures for compliance and governance.

- Manage the charity’s human resources, including hiring, training, and performance evaluations.- Manage programmes and projects including

* securing freelancers for the work, ascertain deliverables are met and invoices are correct before processing.,
* oversee progress of the projects and ensure deliverables are on time.
* ensure proper documentation (risk assessments, social media, intellectual property agreements)
* develop collaboration amongst the interfaith/multifaith communities, negotiate and document cooperation agreements.

Financial Management:

- Develop and manage the annual and project budgets in collaboration with the Board of Directors.

- Oversee accounting, reporting, and financial transparency on an ongoing report setting.

- Work with Accountant and External Examiner for annual returns for Charity Commission and ensure documents are filed within deadline.

- Ensure the financial sustainability of the organisation through effective resource allocation and stewardship.

- Participate, record and take actions in Finance Management Meetings

- Manage, review and record investment activities

Fundraising and Resource Development:

- Develop and execute a comprehensive fundraising plan, including grants, donations, and sponsorships.

- Cultivate and maintain relationships with donors, foundations, corporations, and other funding partners.

- Ensure effective communication with stakeholders regarding the impact of donations and support.

Community Engagement and Advocacy:

- Build and maintain relationships with key community leaders, policymakers, and other organisations.

- Advocate for the charity’s mission and values to build awareness and support.

- Work with the Board of Trustees to maintain and improve regions and international relevance of RfPUK through RfP Europe and RfP International

Working with the Board of Trustees

- Serve as the primary liaison between the Board of Directors and staff.

- Support board operations, including preparation for meetings and facilitation of strategic discussions.

- Provide regular updates to the board on organisational performance, challenges, and opportunities (There are 4 Board Meetings each year)

- maintain all necessarily documentation, policy reviews, compliance with Charity Commission guidelines

**Qualifications:**

Education and Experience:

- Bachelor’s degree in Non-profit Management, Business Administration, Public Policy, or related field (Master’s preferred).

- Minimum of 5 years of senior management experience in a non-profit, charity, or similar organisation.

Skills and Competencies:

- Proven leadership and team management abilities.

- Exceptional written, verbal, and interpersonal communication skills.

- Demonstrated success in fundraising, including donor relations and grant writing.

- Strong financial acumen and experience with budgeting and financial planning.

- Ability to foster strong community relationships and partnerships.

Personal Characteristics:

- Passionate about Religions for Peace UK’s mission.

- Strategic thinker with a growth-oriented mindset.

- Ethical, transparent, and committed to accountability.

**Desirable:**

Understanding of both single-faith and interfaith or multi-faith organisations, including their structures, objectives, and challenges.

Familiarity with various religious traditions and the ability to engage respectfully and knowledgeably with diverse communities.

Experience in interfaith collaboration with government and public Institutions.

Strategic vision and experience in fundraising, grant applications, and securing financial support from diverse sources, including trusts, foundations, and government bodies.

Confidence in acting as a spokesperson for the organisation, engaging with the media, delivering presentations, and fostering relationships with key stakeholders across faith, government, and civil society sectors.

Intercultural, interreligious, and intergenerational competency.

**Disclaimer: Applicants must have the right to work in the UK. No agencies, please.**

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Application and Deadline:

Please fill in the Application Form, send a CV, and a cover letter to [office@rfpuk.org](mailto:office@rfpuk.org) by midnight of **23 March 2025**. Shortlisting and the interviews are expected to take place during the second week of April. Only successful shortlisted applicants will be contacted.

About Religions for Peace UK:

Religions for Peace UK (RfPUK) is a charitable foundation dedicated to fostering peace and understanding among faith, non-faith and civil communities. Our vision is a world where people of all faiths can work together harmoniously to address pressing global challenges. We aim to promote interfaith dialogue, advocate for social justice, and support initiatives that build resilient, peaceful communities. By encouraging understanding, appreciation and cooperation between different faith traditions and cultures, we strive to create a more compassionate, harmonious, and sustainable world for all.

To learn more about RfPUK’s work visit [rfpuk.org](http://rfpuk.org/) and [www.linktr.ee/RfPUK](http://www.linktr.ee/RfPUK)