
Job title: Executive Director

Position reports to: Board of Trustees

Salary*: £45,000 with possibility of negotiation

Contract: Full time, permanent

Work location: Flexible. Desk space in a London office is available. Our current staff team works remotely, so we are also open to someone working from their home, if it is accessible to London

ECCR helps Christians engage in ethical investment and in advocacy with companies and governments. Our vision is to see more and more Christians using their voices and the finances over which they have stewardship to promote human rights, economic justice & environmental sustainability.

Our current Executive Director is retiring. Having recently adopted a new strategy for increased impact and received funding towards refining and implementing it, we are seeking to appoint a new Executive Director.

History and Background

Established in 1989, ECCR (www.eccr.org.uk) is a broad-based investor alliance that seeks to help its members, their allies, and the broader public to use their investments and assets to create a more just and sustainable world and to make companies more responsible.

Our members include major church denominations in the UK and Ireland, religious orders, charities, campaigning groups, asset managers and individuals. We also seek to work with others who share similar aims or values. We are, for example, a body in association with Churches Together in Britain and Ireland, members of the Publish What You Pay network, and work closely with the Church Investors Group.

While we include in our membership major institutional investors, our aim is primarily to help 'the person in the pew' – and other members of the public – to have a better understanding of the theological and practical issues around finance and corporate responsibility, and of how they can use investor engagement and other forms of advocacy as a means to apply pressure for positive change.

For many years we have done this by providing research and materials for advocacy and campaigning on particular issues. These have ranged from responses to government consultations to reports with questions enabling shareholders to more easily engage with Boards of Directors. Topics of our advocacy in recent years have included Shell's activities in Nigeria, building trust in the banking sector, fairer executive pay, forced labour and human trafficking, and issues around Free Prior and Informed Consent in relation to mining.

Aware, however, that for the majority of Christians the importance and potential of ethical investment and corporate responsibility is not yet fully appreciated, we have also experimented with other forms of outreach, most significantly the Ethical Money Churches (EMC) project.

In the EMC project, regional officers work directly with individual churches, local groups and denominational areas. They both look at the general issues around investment and corporate responsibility and help churches and their members develop theological and practical responses to these issues that are specific to themselves and their communities. In this they can make use of many resources, including a website called 'Your Faith, Your Finance' (www.yourfaithyourfinance.org), which we created with Quakers in Britain.

Future Role

While awareness of ethical investment and corporate responsibility is rising, there remains a huge job to be done. We have recently put forward a new strategy, "Growing for Gold". Through that, we aim to progress our work on traditional means of engagement for advocacy and campaigning – focusing on two core areas of plastics and tax justice - and to expand the Ethical Money Churches project beyond its regional pilots to a programme of regionally focused projects that also share information and resources, providing national coverage.

We have received a significant grant which is enabling us to take the first steps in this direction and are pursuing additional funding opportunities that will allow us further to scale up our work.

Candidate

We are looking for a director with vision and enthusiasm, able to:

- think clearly about the key issues for Christians looking at ethical investment and corporate responsibility
- work with the board, other staff and members to lead ECCR in a continuing process of discernment, so that our strategy evolves in response to our stakeholders' callings and needs
- lead work to help ECCR obtain the resources to implement strategy
- ensure compliance with financial and legal requirements
- lead a small staff team that works remotely and shape organisational structures that will be able to incorporate an expanded team
- promote alliances with other groups working to achieve the same or similar objectives for the common good
- communicate with and engage concerned people of faith, and be a focal point for communications with the wider public

Person Specification

We would anticipate that a successful candidate would have the following experience, characteristics and skills. Applicants should list their self-assessment and previous experience in each case. It would be helpful if those supplying references would also refer to this list.

Experience

- engaging with questions of corporate responsibility, Christian ethics and/or ethical investment (essential)
- managerial experience (essential) especially experience at board or management level of a charity (desirable)
- fund-raising and making funding applications (essential)
- strategic planning (essential)
- communicating with a range of audiences (essential)
- managing issue-based campaigning or advocacy or engaging in asset-based development (desirable)

Personal Characteristics

- an active faith (see below), and an understanding of and sympathy with the Biblical and theological bases for ECCR's work
- enthusiasm for social justice and a desire to see church members engage in it as an expression of faith
- excellent interpersonal skills
- high levels of organisational ability
- a willingness to both lead and listen
- high levels of personal and professional integrity

Knowledge/Technical Skills

- a degree or equivalent experience in a relevant area (eg business, theology, economics)
- awareness of the church context within the UK and Ireland
- understanding of the stakeholders engaging in ethical finance and corporate responsibility
- understanding of the financial and legal requirements for charities and of the processes required for their implementation
- IT and office skills, including an understanding of financial accountability and the preparation of budgets and accounts

Special Circumstances:

Genuine Occupational Requirement to be a Christian, an active member of a church that is a member of Churches Together in Britain and Ireland.

Key Relationships

- Board of Trustees -
- Staff - There are four part-time staff, based in four separate locations. One is responsible for communications and membership development, two are working on the EMC project and a fourth assists with administrative and financial functions. Staff mostly work from home; most meetings are in London. The EMC South West officer and the financial administrator will be leaving post at the end of the year. We anticipate recruiting a new EMC South West officer and, when the new ED is in post, a new financial administrator.

Salary and Employment Package

It is expected that the appointed individual will be a full-time employee, with some flexibility in core hours mutually agreed by the ED and staff.

As with many small charities, the ability of ECCR to maintain its employment of staff is linked to continuity of funding. A grant to support the next three years has been obtained.

Review Arrangements

The details contained in the job description, in particular the principal accountabilities, reflect the content of the job at the date the job description was prepared. It is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, ECCR will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Terms & conditions

Post	Executive Director
Location	London or working from home (access to London essential) Regular UK travel envisaged. Costs of travel to meetings & agreed out-of-pocket expenses to be covered by ECCR
Contract	Permanent; full-time
Visa Requirements	ECCR does not have the ability to issue sponsorship certificates to individuals without the right to work in the UK.
Enhanced Disclosure & Barring Service Requirements	This role will require working directly with church congregations and groups. A Disclosure & Barring Service (DBS) check will therefore be requested as part of ECCR's checks following an offer of employment.
Salary*	£45,000/annum, with possibility of negotiation. Salaries are reviewed annually.
Pension	ECCR will contribute to a pension scheme 6% of salary.
Hours	It is expected that the appointed individual will be a full-time employee, with some flexibility and some core hours mutually agreed by the ED and staff.

Probation Period	There will be a probationary period of 6 months.
Holidays	The holiday leave year runs from 1 January – 31 December. Holiday entitlement is 25 days per annum initially, in addition to Bank Holidays, with three of the holiday days taken between Christmas and New Year's.
Equal Opportunities	The Ecumenical Council for Corporate Responsibility (ECCR) is an equal opportunities employer. We aim to ensure that no employee, job applicant, or volunteer receives less favourable treatment because of their colour, race, nationality or ethnic or national origins, class, gender, sexual orientation, age, marital status, family situation, or disability. Selection criteria and procedures will be regularly reviewed to ensure that individuals are treated based on their relevant merits and abilities. All employees will be given equal opportunity and access to training (within the limited funds available). ECCR is committed to making the policy effective and will bring it to the attention of all employees, applicants, and volunteers

The above statements are intended to describe the general nature and level of work performed by employees within this position. They are not intended to be interpreted as an exhaustive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Application Procedure

An application form can be found on the vacancies page of our website - <http://www.eccr.org.uk/about-us/work-for-us/>.

Thank you for your interest in working for ECCR.