

## **Job description: Faith Networks Advisor**

### **Role overview**

This unique role will provide consultative advice and support in ensuring Community First can work with different faith-based groups and the communities they represent across Herefordshire and Worcestershire.

Community First specialises in providing high-quality advice and support to community groups and organisations to help them grow and meet the needs of the communities they serve. As Community First Faith Networks Advisor, you will be helping Community First increase its impact by bringing knowledge, advice and wider networks so that opportunities can be spotted to support faith-based communities in overcoming the challenges they may face - from lack of transport to helping young people realise their potential. You'll be helping the CEO and senior staff members to develop and embed a new vision and business strategy, ensuring a sustainable future for the organisation so that more people in the community can be supported through better infrastructure and opportunity.

As part of a new board of trustees at Community First, you will also provide effective governance, ensuring that the charity complies with charity law, company law and any other relevant legislation or regulations.

### **Duties and responsibilities of Faith Networks Advisor of Community First**

The Faith Networks Advisor will:

- Provide advice and oversight, enabling Community First to work more closely with faith-based organisations and communities.
- Bring experience, knowledge and networks so the charity can build new partnerships with faith-based organisations and community groups.
- Ensure Community First complies with its governing document, policies, charity law, and other relevant legislation or regulations.
- Support and advise the Chair and Chief Executive (CEO) and team in redeveloping policies, procedures and best practices to engage and work with faith-based organisations, including Village Hall Network and others.
- Work with other Trustees and the Executive Team to ensure the organisation's day-to-day management is correctly undertaken.



- Ensure the charity is carrying out its purposes to the public benefit.
- Ensure the board fulfils their duties and responsibilities for effective charity governance in line with Community First's policies and the requirements of the Charity Commission for England and Wales.
- Support and advocate for the Charity's mission, vision and values.

## **Person specification**

- The Faith Networks Advisor will cover the Herefordshire and Worcestershire areas and is expected to travel within that location.

The successful candidate will:

- Knowledge of different faith networks within Herefordshire and Worcestershire
- Commitment to the aims, objectives and values of Community First.
- Willingness to promote the charity in the best interests of its stakeholders, staff, community partners and people supported by Community First's projects and programmes.
- Strategic vision and understanding.
- Professional, independent judgement.
- An understanding of legal duties, responsibilities and liabilities of trusteeship and the financial aspects of running a charity.
- An understanding of how the Third Sector works.
- An ability to work effectively as part of a team, contributing an independent perspective.
- Possess and demonstrate integrity, objectivity, accountability, and honesty.

The Faith Networks Advisor must be legally eligible to stand as a registered Company Director and Charity Trustee. Having had previous experience as a trustee of a voluntary organisation is an advantage.

### **Terms of appointment**

The Faith Networks Advisor should expect to serve for an initial 12 months. The Faith Networks Advisor is required to attend scheduled meetings with some ad hoc meetings where necessary.

It is anticipated that the time commitment should be voluntary, on average half a day per week. There could be occasions when extra time will be required (e.g., when planning new projects or dealing with any particular difficulties that arise).