



Firefly International's vision is to promote peace, stability and tolerance in communities affected by war.

We support locally led projects in areas deeply damaged by conflict that provide safe and inclusive spaces for children to learn and thrive.

By focusing on education, the arts, health and well-being, we help to reduce local tensions and promote peaceful dialogue.

Currently we support projects in Bosnia, Turkey, Syria and Gaza.

Director of Firefly International: Role Specification

Firefly International is looking for a passionate and motivated individual to lead us through the next stage of our growth. The primary responsibilities of the role are to ensure the charity's long-term sustainable growth and to support Firefly's project partners in the delivery of their mission. The role is flexible and is initially part-time (2 to 3 days per week) with the opportunity to grow the role to full time. Firefly actively encourages applications from diverse backgrounds and is committed to equal opportunities.

Personal attributes:

We seek a passionate individual with leadership skills capable of setting and implementing Firefly's strategy with authority and integrity. They must have demonstrable passion to deliver on Firefly's vision and mission as well as either existing knowledge of – or willingness to learn about - the geographical areas in which Firefly's projects operate.

We need someone with the willingness to support the charity and its staff by getting 'stuck into' all aspects of the charity's work, from donor applications to event management.

We expect this person to be grounded, resilient and supportive; willing to work with a highly motivated, dispersed team operating in often challenging environments.

The director is supported by a very committed team of trustees, staff and volunteers.

Desired experience:

The candidate will likely have significant experience working in a charitable context, ideally with children and young people. Experience of working with individuals and communities impacted by conflict would be desired, as would experience of the Middle East and the Balkans.

It is vital that they have proven success in fundraising with corporates, grant-making organisations or individual donors and/or via managing fund-raising events.

The candidate will also have excellent experience in developing and managing communication strategies e.g. via social media and must be able to show superb presentation skills for communicating the organisation's vision and strategy to potential donors.

Core competencies:

Fundraising:

As a small charity, fundraising plays a critical role in providing sustainable financial support to our partners; the candidate will be expected to lead the fundraising programme and will be able to demonstrate relevant experience in charitable fundraising across some or all of the following areas:

- Developing and engaging with our broad base of supporters.
- Research Trusts and Foundations (applications, reporting, maintaining database, and follow-up)
- Large individual and corporate donors (research, communication, presentation, follow-up)
- Funding platforms (managing relationship with platforms such as The Big Give, promoting and communicating to Firefly's support base)
- Ability to manage related challenges, such as encouraging individuals to fundraise for Firefly and supporting them through the process where required

Charity strategy

The Director will need a clear vision and to be able to realise this vision with the support of the team.

- Working with trustees and other stakeholders to develop direction of charity
- Undertaking training and development to build up strategic skills
- Researching and meeting potential development partners eg Hands-Up Foundation

Project monitoring:

Firefly's partner projects in Bosnia, Syria, Turkey and Palestine sit at the heart of the organisation's purpose and activities. The candidate will be expected to support these partnerships via regular interactions (either virtual or physical visits, as appropriate) and communicating with partners through project coordinators or directors. Other responsibilities will include:

- Supporting partners with their direction and strategy
- Reviewing/filing monthly reports from partner projects
- Attending meetings with UK-based partners
- Undertaking training to keep up to date with sector requirements
- Ensuring compliance of partners with requirements of UK funders
- Managing charity policies

Managing Firefly's events programme:

Firefly events are a successful mechanism for raising funds, promoting firefly's work and projects and building the Firefly community. The candidate will be expected to support the events programme including in the following areas:

- Setting the annual events plan, to include the annual fundraising gala and other ad hoc fundraising and network-building events
- Promoting events both to Firefly's existing supporter base and to new supporters
- Planning events with the support of Firefly's events committee
- Supporting charity manager/lead organiser on delivery of events

Reporting:

The Director will oversee Firefly International's reporting requirements, a central aspect of our communication to donors and other stakeholders. Reporting responsibilities will include the following areas:

- Annual reporting to Trustees
- Setting the agenda and presenting at Trustees meetings
- Reporting/thanking funders and donors

Engaging and supporting volunteers:

Since its early days in the 1990s Balkan conflict, Firefly has placed enormous value in its relationship with volunteers who not only provide crucial support and funding for the partner projects but also act as a 'window to the world' for the young people who use Firefly's partner project services. The director will act as the lead on Firefly's volunteer programme, involving the following activities:

- Managing relationship with volunteering partner organisations
- Recruitment and management of international volunteers
- Student interns – development and support

Additional responsibilities:

Communications

- Ensuring that website is up to date
- Social media – work/monitor with student volunteers and partners
- Newsletters – plan and create with charity manager

Ellie Maxwell Award

- Monitoring annual award for future charitable leaders
- Promotion alongside Edinburgh university
- Managing the applicants and judges
- Organising award presentation
- Supporting student winners – meetings sharing expertise and contacts

Accounts and budgeting (working with the Charity Manager and Treasurer)

- Planning and tracking budget
- Managing spend
- Strategic input on annual budget with trustees