



**Appointment Pack for  
Impact Director Role  
2022**



## Welcome

Thank you for your interest in The Seafarers' Charity, the leading maritime welfare grant-making charity. We are recruiting for an Impact Director. The Impact Director will lead, shape and oversee grant-making and wider impact work - including capacity building, strategic partnerships and advocacy.

This is an exciting time to join The Seafarers' Charity, we are looking for a proven leader who will build on the current work to deliver on our Strategy, THRIVE, which identified five strategic outcomes and introduced research and advocacy to ensure we understand the problems that lead to disadvantage for seafarers and their families.

You will provide expert advice - strategic and technical - to staff, the Leadership Team and Trustees. They will look to you for guidance, inspiration, innovation and leadership, and to ensure that the charity is maximising all opportunities and delivering on outcomes.

You'll be joining a diverse, friendly, committed team of about 20 staff. Staff are currently opting to work on a hybrid basis. There are regular organisation-wide staff meetings at the office to ensure opportunities for people to get to know each other face-to-face, plus smaller departmental team meetings, and cross-organisational working groups.

You will have an important part to play in helping us to achieve our ambition of seeing UK and Commonwealth seafarers are free from need as is possible. If you join us, you will have the opportunity to make a real impact and be part of our success story.

## Who are we and what do we do?

The Seafarers' Charity (King George's Fund for Sailors - KGFS) is a Registered Charity, no. 226446 in England and Wales, incorporated under Royal Charter. Registered in Scotland, no. SC038191. Registered Office: 8 Hatherley Street, London SW1P 2QT.

At The Seafarers' Charity, our vision is to create 'a world where seafarers and their families are valued and free of need and disadvantage'. We've been improving their lives since 1917, when we launched as the King George's Fund for Sailors. Conceived by far-sighted ship owners and officers, and championed by King George V, the KGFS is a key strand of our DNA and something of which we're very proud. Today, The Seafarers' Charity is an evolving, forward-looking charity – building on past successes but expanding our capabilities to make a genuine difference.

### Putting funding where it matters

Our grant giving to maritime charities brings truly life-changing impact for many who work – or have worked – at sea, and their families. We reduce hardships experienced by seafarers by enabling environments where, instead, they can thrive, supporting their practical and welfare needs at home, in port and at sea, often far from home. We also enable them to connect with loved ones – to avoid the loneliness, and prevent isolation, that a life at sea can often bring. But, for us, such interventions are not enough – however valuable. That is why we are also now increasingly proactive in understanding and tackling the root causes of seafarer disadvantage in the UK and internationally.

We're moving towards identifying and targeting the systemic problems that lead to adversity in the first place. It's a 'theory of change' approach that will reduce future welfare need.

We're aiming to get to the heart of issues earlier to achieve longer-term success through outcomes-focused funding, collaboration, research, and advocacy – which in turn will amplify the impact of our grant awards.



Our values are important to us and are embedded in many areas of our work. For example, they are used in our assessment of job applications and are also embodied within our annual performance process and discussed at staff meetings and with Trustees.

## Vision

A world where seafarers and their families are valued and are free of need and disadvantage.

## Mission

Tackling the disadvantages of a seafaring life by leading collaboration, funding and advocacy to improve seafarers' lives.

## Our Values

We are a responsible and reliable organisation that seafarers, donors, those we support (delivery partners) can trust. Developed by everyone at The Seafarers' Charity, we live our values in our work and throughout the work of our charity.

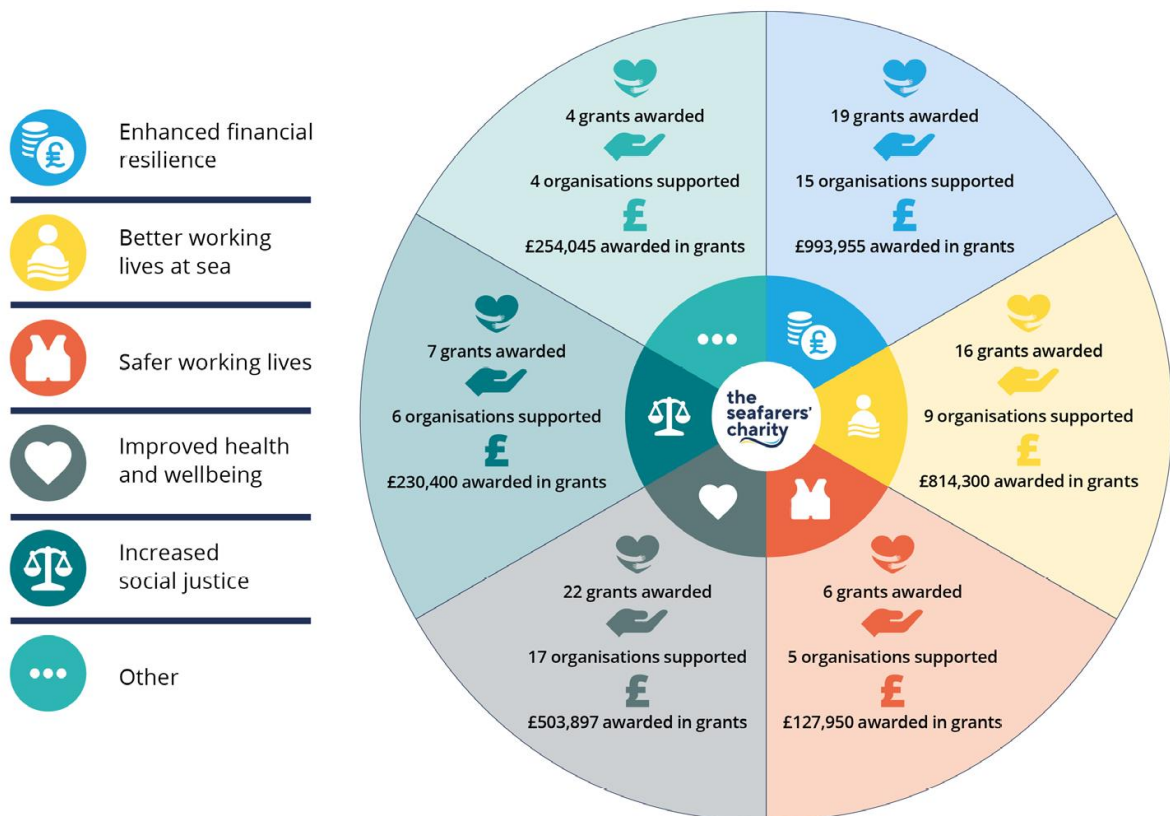


## Our Impact

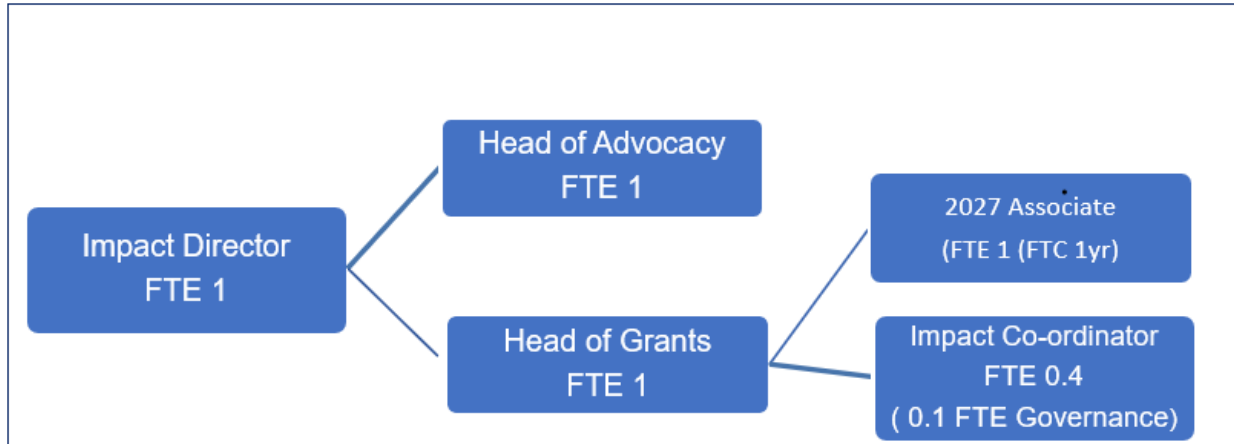
### Supporting the well-being and welfare of active and retired seafarers.

Every year we award more than £2m in grants to support many maritime and welfare charities. But the effects of the COVID-19 pandemic brought exceptional hardship for many seafaring families. We stepped up to the plate, awarding a total of £3,568,373 in grant funding in 2020 to support the wellbeing and welfare of active and retired seafarers during a difficult year, with 78% of grant awards supporting both UK and visiting international seafarers, and 22% directly supporting international work.

In 2021, we awarded £2.9 million to 56 organisations and, working in collaboration with other leading maritime welfare charities and shipping industry players, launched [Seafarers International Relief Fund](#) (SIRF) to respond to the increasing and desperate needs of seafarers and their families resulting from the pandemic. SIRF has since raised US\$1,192,170, all of which went towards supporting seafarers and their families from the threat of COVID-19.



## Impact Team



## Equity, Diversity and Inclusion

The Seafarers' Charity recognises and harnesses the importance of Equity, Diversity and Inclusion (EDI) and is actively committed to a policy of promoting equality of opportunity, by providing an inclusive workplace where individual differences are valued and respected. We have a staff led EDI working group that meets monthly and have staff 'lunch and learns' to push forward our work on EDI within our organisation. We of course have conversations and activities with our Trustee board too.

In short we embrace anyone and everyone who work for us or we work with in the services we provide.

We ensure that this is reflected in our practices and policies. We are working towards the elimination of unfair treatment or discrimination (whether direct or indirect) and will not tolerate any discrimination relating to issues of equity, diversity or inclusion. For example we have recently developed a Coming Out Toolkit for example. Everyone at The Seafarers' Charity has a responsibility to ensure equity, diversity and inclusion are upheld in all we do.

We welcome applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief, or sexual orientation.

## How to apply

If you are interested in applying, please send a current CV (no more than three sides) and supporting statement - which should outline your suitability in relation to the Job Specification, your motivation for the position to [recruit@theseafarerscharity.org](mailto:recruit@theseafarerscharity.org) by Midnight Sunday 16 October 2022.

Initial interviews will be held from 20 October 2022 and the following week.

Second Interviews will be held week commencing 31 October.

## Salary & Benefits

Remuneration: £68,000.00 - £71,000.00 depending on experience

Contract: Permanent – Full time

The rewards package also includes:

### **Holiday entitlement**

30 days + public holidays pro-rata

### **Pension and Other Benefits**

- Auto-enrolment to group scheme (7.5% employer contribution, 5% employee)
- Health cash plan (HSF) or Healthcare Membership scheme (Benenden)
- Season ticket Loan
- A free dedicated employee assistance programme
- Flexible / home working options

### **Location: the charity is based at:**

8 Hatherley Street  
London  
SW1P 2QT



## Job Description

**Job Title:** Impact Director

**Reporting to:** Chief Executive

**Purpose of Role:** To lead the charity's grant funding and advocacy strategies.

**Responsible for:** The post holder is responsible for leading and representing the Charity's policy, advocacy, campaigning and grant-making initiatives to deliver on the long-term strategic outcomes identified in the Thrive strategy for 2021-2024.

The post holder is a member of the Leadership Team and has the following resource management responsibilities:

- Management of the Impact Committee and provision of information, reports and support for the Impact Committee.
- Budget management of in excess of £2.2m per annum for grant making and strategic impact.
- Direction setting and line management of an Impact Team consisting of 5 people.
- Relationship management of funded delivery partners, building and maintaining relationships with other grant funders and external liaison with other stakeholders.

### Main Responsibilities

- Lead, manage, support and coach the Impact Team to deliver an effective and supportive service to funded delivery partners, potential grant applicants and wider stakeholders involved in our grant making and advocacy work.
- Provide strategic leadership for the annual grants management programme. This includes ensuring tools, resources and information is up to date and that processes and procedures are effective. Managing trustee decision-making on grant applications to ensure conflicts of interest/loyalty are appropriately managed, swift communication of the outcome of grant awards, overseeing a timely monitoring and evaluation process and management of the grants budgets and restricted and endowed funding allocations.
- Regular timely communication with the Impact Committee on current work status, development initiatives and news about delivery partners and the wider maritime welfare charity sector.
- Deliver and lead at least three meetings of the Impact Committee every year.
- Attend and actively contribute to meetings with Trustees via the General Council, Annual meeting etc.
- Development of, and reporting on, the metrics and performance indicators to measure the effectiveness and impact of the team's work on a quarterly basis.
- Ensure the strategic implementation plan is updated on a quarterly basis and that objectives and activities are planned at least 6 months ahead.



- To build and maintain productive relationships with delivery partners and the wider maritime and charity sector to remain aware of maritime and charity sector developments.
- To seek new partnerships that benefit the sector.
- Lead working groups to facilitate pro-active collaboration with delivery partners and others to inform and build consensus on research and advocacy programmes.
- Support the Development Team's understanding of the strategic relevance of grants to support and strengthen fundraising communication and opportunities.
- Identify and utilise evidence of current and emerging needs of seafarers and work in partnership with the Head of Impact to pro-actively develop responsive, impactful grant funded solutions capable of delivering The Seafarers' Charity's Thrive strategy. This will include leading working parties and at time, contracting consultants to develop specific and scoped programmes of work.
- Lead and deliver an influential research and advocacy programme aligned to the Thrive strategy to identify issues and potential solutions and provide an evidence base to address the disadvantages that can be experienced by seafarers in their working life and in retirement.
- Work with communications colleagues to support them in communicating the charity's strategy. This may include presentations, webinars, media interviews etc to highlight the value of seafarers and how our charity's work makes an impact.
- To identify, analyse and highlight emergent strategic trends in respect of the welfare and safety needs of seafarers and work collaboratively with stakeholders to develop new responsive funded solutions.
- To pro-actively share information and support internal colleagues to understand and be aware of emergent strategic themes and topical issues for seafarers which have arisen from evidence provided in grant applications, research, advocacy and campaigns.

**General:**

- To be actively aware of own personal development needs and undertake any relevant training.
- To build and maintain productive relationships with colleagues and contribute positively to staff meetings.
- To undertake any other duties in support of the charity's business as may be reasonably required.
- To be a positive and active member of the team working with and supporting colleagues in helping the organisation achieve its aims.
- To ensure mandatory training is always up to date and training relevant to the charity, such as equality, equity, diversity and inclusion, GDPR and IT as well as effective communications with colleagues is routinely undertaken.

## Additional Tasks

To assist with other duties within The Seafarers' Charity where necessary, as below:

- To represent the values of the charity at all times in our work externally and internally
- To utilise our learning and work on equality, equity, diversity and inclusion in all aspects of our relationships with others at work
- Take due and reasonable care of oneself and others
- Act in a manner that enhances the work of the organisation and its overall public image
- In all work activities, comply with data protection legislation and the organisation's requirements for the protection of personal information, safeguarding and the privacy of individuals
- Contribute to the overall strategic goals of the organisations.
- Attend and participate in internal and external meetings
- This Job Description is not exhaustive, and you may be asked to carry out additional tasks appropriate to your experience, as required by the Chief Executive.

Essential	Desirable
<b>Knowledge &amp; Experience</b>	
Knowledge of organisational development and good governance in charity or non-profit management	Experience as a charity trustee
At least 3 years previous experience as a grant funder	Awareness of UK welfare systems and available benefits
Experience of monitoring and evaluation frameworks	Experience of qualitative and quantitative social research methods
Experience of grants management software packages	Understanding of integrating a new grants management software package
Experience of staff management	Senior leadership experience
Previous experience of policy development	Knowledge of maritime and / or UK fishing industries
Previous experience of strategy development	Understanding of Theory of Change
Previous responsibility for managing budgets	Budget management experience includes forecasting and reporting
<b>Education, Qualifications &amp; Training</b>	
Degree level or equivalent	Professional qualification in grant-making
Hands on project management experience	Prince II qualification

<b>Skills &amp; Abilities</b>	
Understanding of charity law and accounting	Ability to think critically and sensitively challenge accepted wisdom and practices.
Strong analytical skills with an ability to interpret objective and subjective information and make unbiased judgements.	Keen eye for detail but also able to see the bigger picture
Track record of collaboratively working	Experience of leading working groups with internal colleagues and external stakeholders, including those at senior level within their own organisation
Well-organised and able to prioritise, manage a busy and varied workload, adapt to fluctuating and unscheduled tasks and work to set deadlines.	Ability to use project management techniques to manage and deliver projects within established criteria for quality, timescale and budget.
Excellent written and verbal communication skills adaptable to a range of styles and audiences	Ability to communicate verbally and in writing in an influential manner
Competent users of Office 365 products	Skilled user of Office 365 products
<b>Personal Qualities</b>	
Innovative and creative	Ability to spot gaps and develop opportunities
Team player, approachable and adaptable	Supportive of colleagues
Positive attitude	A willingness to take forward personal development opportunities
Strong work ethic with ability to manage a range of projects	Tenacity to drive projects forward
An understanding of accepted working principles, including Health and Safety, Equal Opportunities and GDPR (General Data Protection Regulation) regulations	Detailed knowledge and working experience of accepted working principles, including Health and Safety, Equal Opportunities and GDPR (General Data Protection Regulation) regulations
A willingness to stand in for the Chief Executive for media opportunities if required	Contribute social media output to promote the charity's work