



Job Description for the role of Executive Officer

Post: Executive Officer

Location: Working from home, with travel as required in the UK and Moldova

Hours: Part-time (22.5 hours) or full time (35 hours)

Salary: £15 per hour. (£29,250 full time or £17,550 for 3 days a week) *(Number of days and working week are negotiable)*

Purpose of the job:

- To focus on the Missional objectives of Breadline- “supporting our various partners in their ventures in Moldova, empowering them to bring about long-term sustainable economic, social and cultural change, and distinct improvement in the quality of life for all.”
- To use their business development skills and financial acumen to help steer partners toward sustainable businesses and social enterprise; respond appropriately (in consultation with trustees as necessary) to the needs of partners as they arise.
- To be proactive in sharing about Breadline and finding new trusts and individual/church sponsors who will be able to support Breadline.
- To work in partnership with the trustees in the practical and functional tasks associated with the daily operations of Breadline, clearly communicating current information and partner needs to named individuals.
- To develop their role in line with the vision and mission of Breadline, and using strategic planning skills to help trustees steer a course for the future.
- To uphold, embody and actively promote the work and values of the charity; being the face of Breadline to the wider community.

Principal tasks: Working in accordance with Breadline policies and guidelines:

- To liaise on a regular basis with the Breadline treasurer to discuss Partners’ current needs, the appropriate distribution of funds and to acknowledge sponsor’s gifts as required.
- To be accountable to our supporters by providing accurate feedback and demonstrating how their gifts have been used and the difference these have made.
- To gather information from partners to ensure supporters in the UK and elsewhere are kept informed of progress and prayer needs.
- Write/edit and send out communications as required, e.g. Quarterly Newsletter/Prayer Diary.
- Compilation of the annual report in collaboration with the Treasurer.
- Fund-raising, Grant proposals and reports, including feedback to Grant Making Trusts.
- Involvement with the Business Development Team for Tabita; ongoing communication between our partners in Moldova and supporters in the UK and USA.
- Promoting Breadline through arranging and delivering talks at conferences, in churches, schools and other organizations in the UK.
- Liaise and network with charities & trusts in the UK and abroad.

- Coordinate visits to Moldova, arranging teams with specialist input to projects, e.g. OT; Medical; Special Needs; Dairy Farming
- Trips to partners in Moldova (usually up to 3 per year):
 - a) To support and encourage our partners.
 - b) To monitor and evaluate the progress of initiatives and identify any areas for further support.
 - c) To assess the needs of any potential new partners and work with the trustees to develop a strategy to enable them to achieve their goals.
- Support for Moldova projects, for example: Business Development, Healthcare, Children with Disabilities, Bible School, Education, and others
- Attend Trustee meetings 3 times a year providing a written and verbal report.
- To support the Trustee who is the Designated Safeguarding lead in:
 - Following safeguarding advice from the Charity Commission and Thirtyone-eight,
 - In sharing information with trustees and supporters and highlighting training requirements and opportunities
 - To uphold our duty of care to children and vulnerable adults, as well as to our partners in the UK and in Moldova, by having partnership agreements in place.

General tasks:

- To build outstanding relationships with Breadline partners, assisting them with the development of sustainable projects in their communities.
- Ensure Breadline remains responsive to the needs of churches, charities and other organisations in Moldova, offering relational and practical support, as required.
- Make contributions to the Breadline website, helping to keep it engaging and up to date.
- Use Social Media to promote and maintain interest in Breadline, in line with GDPR and Safeguarding guidelines.
- Carry out any other reasonable tasks as directed by the trustees.