



# The Iolanthe Midwifery Trust

We are looking for a new part-time Executive Director to work with the Trustees on the next stage of the development of the Charity.

The Charity has been in existence since 1983 and became a Charitable Incorporated Organisation in 2021. We are looking for a new Executive Director to take us forward as an inclusive, responsive and dynamic charity for midwives and student midwives.

The Executive Director will oversee the day to day running of the Charity and will be assisted by an Administrative Assistant.

The Iolanthe Midwifery Trust is a diverse and equal opportunity charity. We welcome candidates from a diverse background and from historically excluded communities. We recognise that candidates may have disabilities and health challenges, both visible and invisible and we will make necessary reasonable adjustments to provide a safe and supportive work culture.

Apply by sending a CV (2 sides of A4 max) and a supporting statement to [execdirector@iolanthe.org](mailto:execdirector@iolanthe.org) by the advertised closing date.

## About The Iolanthe Midwifery Trust

The Iolanthe Midwifery Trust is a registered charity that aims to promote and improve the care of mothers, babies and families through awarding grants and fellowships in support of midwifery education, practice and research.

Midwives are the only professionals who have legal responsibility for the safety of all mothers and babies during normal childbirth in Britain. Anyone who has ever had a child will understand the total trust and confidence that a mother places in the midwife. Her life and her baby's life are in their hands. Most women never forget the midwife who helped her birth her baby.

In order for midwives to offer the very best care they need to develop innovative practice, progress their professional education and conduct research. This is made possible through the work of the Iolanthe Midwifery Trust. For many midwives, the Iolanthe Midwifery Trust has transformed their lives, supporting them in achieving their dreams and aspirations. Over nearly 40 years, the Iolanthe Midwifery Trust has helped nearly 400 midwives develop and broaden their skills and knowledge through bursaries, fellowships and special awards.

Each year the Trust invites applications for a number of awards, advertised on social media and in the midwifery press. The completed applications are assessed by the Trustees and those which are rated most highly receive one of our coveted awards. Iolanthe has an endowment fund which provides some of the income needed each year to fund awards, but relies on donations and fundraising to allow us to support as many midwives as possible.

## Executive Director Job Description

**Employer:** Iolanthe Midwifery Trust

**Job Title:** Executive Director

**Responsible for:** Overseeing the day-to-day running of the Iolanthe Midwifery Trust

**Salary:** £43,680 per annum (pro rata) with workplace pension

**Hours of work:** The role is currently worked within 12 hours per week (0.32FTE, can be flexibly managed). The time allocation for this role may be increased by agreement.

**Location:** Home based (there is no Iolanthe office)

**Type of contract:** Permanent contract with an initial probationary period of three months.

**Start date:** March or April 2023

**Annual leave:** Five weeks pro rata plus Bank Holidays pro rata

**Direct reports:** Line managed by the Chair of Trustees on behalf of the Board; responsible to the Board of Trustees as a whole.

### Key responsibilities:

- In partnership with the Chair, enable the Board of Trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the Board receives timely advice and appropriate information on all relevant matters;
- To oversee the day to day running of the Charity, with responsibility for the grants administration programme, organising Board meetings, communications with supporters and marathon fundraising;
- Supervision of the Administrative Assistant and any other staff (when appointed).

### Duties and tasks to fulfil the key responsibilities

#### Management:

- Ensure the proper and effective management of the charity;
- Report to the Board on the progress of the organisation and on all matters relevant to the discharge of its responsibilities;
- Work with the Board on strategic planning for the organisation, developing ideas for projects to further the Charity's aims.

#### Grant making:

- Provide management of the awards function: the applications system, evaluation and awarding of grants and administration of awards;
- Work with the Trustees to maximise the effectiveness, impact, reputation and inclusivity of the grant making;
- Oversee the organisation of the annual awards ceremony.

### Meetings:

- Attend all Trustees meetings (usually two full meetings a year plus an away-day, as well as Finance Sub-Committee Meetings and any other working group as required). Offer support to the Chair as necessary;
- Prepare, in collaboration with the Chair, the agenda and organise the preparation and distribution of other papers related to meetings.

### Website and Newsletter Management:

- Manage the Charity's website to ensure it is updated regularly with news, articles and award winners' reports;
- Manage the creation and distribution of a quarterly Mailchimp newsletter and monitor its impact;
- In collaboration with the Trustees, and through liaison with the web design company, annually update the awards application section of the website to ensure the smooth operation of the online awards applications process.

### Fundraising:

- Manage the image and promotion of the online giving account;
- Liaise with the London Marathon agent to assist in the management of fundraising through marathon runners;
- Oversee the work of any fundraising volunteers or fundraising staff (when appointed);
- In partnership with the trustees and other staff or volunteers, recognise and create fundraising opportunities.

### Community development and external relations:

- Maintain links, partnerships and working relationships with relevant midwifery and childbirth organisations;
- Lead on the organisation's social media strategy.

### Legal and regulatory compliance

- Ensure compliance with the requirements of charity law and data protection law, including the preparation and submission of the Annual Return.

### General

- Undertake any other duties and responsibilities commensurate with the grade and responsibilities of this post that may be reasonably required.

## Executive Director Person Specification

### Key Skills and Experience

- Strategic thinker and planner
- Strong leadership and management ability
- Budget management skills
- Effective communicator and networker
- Ability to work on a wide range of projects simultaneously
- Ability to self-manage and be self-motivated
- High standard of written English
- Knowledge of supporter engagement and fundraising techniques
- Knowledge or insight into the midwifery community (desirable)
- IT and administrative knowledge and skills:
  - Email, Microsoft Word and Excel (essential)
  - Experience of using social media for promotional purposes (essential)
  - Google Suite software including Google Mail, Docs and Sheets (desirable)
  - Email marketing and MailChimp (desirable)

### Attributes

Enthusiastic; diligent; analytical; reliable; confident; professional

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- your CV (2 sides of A4 max);
- a supporting statement explaining why you wish to apply for this role and how your skills and experience make you a suitable candidate;

to [execdirector@iolanthe.org](mailto:execdirector@iolanthe.org) by the advertised closing date.